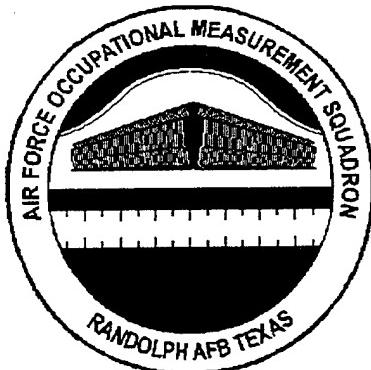
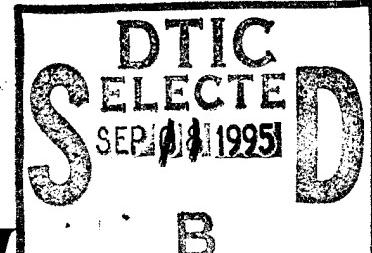


DTIC



**UNITED STATES
AIR FORCE**



**OCCUPATIONAL
SURVEY REPORT**

19950906 062

SERVICES

AFSC 3M0X1

AFPT 90-781-022

JUNE 1995

**OCCUPATIONAL ANALYSIS PROGRAM
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON
AIR EDUCATION and TRAINING COMMAND
RANDOLPH AFB, TEXAS 78150-4449**

APPROVED FOR PUBLIC RELEASE; DISTRIBUTION UNLIMITED

Approved for public release; distribution unlimited.

DISTRIBUTION FOR AFSC 3M0X1 OSR

	<u>OSR</u>	<u>ANL EXT</u>	<u>TNG EXT</u>	<u>JOB INV</u>
AFOMS/OMDQ	1			
AFOMS/OMYXL	10		5	10
AL/HRMM	2			
ARMY OCCUPATIONAL SURVEY BRANCH	1			
CCAF/AYX	1			
DEFENSE TECHNICAL INFORMATION CENTER	2			
HQ ACC/DPTTF	3		3	
HQ AETC/DPAEE	3		3	
HQ AFMC/DPUE	3		3	
HQ AFMPC/DPMRAD3	1			
HQ AFMPC/DPPAPC	1			
HQ AFSPACECOM/DPAE	3		3	
HQ AFSVA/SVXT, 10100 REUNION PLACE (AIRPORT CENTER), SAN ANTONIO TX	1	1	1	1
HQ AMC/DPAET	1			
HQ PACAF/DPAET	3		3	
HQ USAF/SV, 1770 AIR FORCE PENTAGON, WASHINGTON DC 20330-1770	1		1	
HQ USAFE/DPATTJ	3		3	
HQ USMC/STANDARDS BRANCH	1			
NODAC	1			
37 TRG/TTV, 1000 MERCURY DRIVE, LACKLAND AFB TX 78236-5717	1		1	
344 TRS/TTST, 1411 MEIVOHER DRIVE, STE 1, LACKLAND AFB TX 78236-5418	10	1	10	3
344 TRS/TTX, 1340 EAGLE DR, LACKLAND AFB TX 78236-5706	1		1	



TABLE OF CONTENTS

	<u>PAGE NUMBER</u>
PREFACE.....	vi
SUMMARY OF RESULTS.....	viii
INTRODUCTION	1
Background.....	1
SURVEY METHODOLOGY	3
Inventory Development.....	3
Survey Administration.....	4
Survey Sample	4
Task Factor Administration.....	6
SPECIALTY JOBS (Career Ladder Structure)	7
Overview of Specialty Jobs.....	7
Group Descriptions	9
Comparison to Previous Survey.....	28
ANALYSIS OF DAFSC GROUPS.....	28
Skill-Level Descriptions and Comparisons	33
Summary	37
AFMAN 36-2108 <i>Specialty Description</i> Analysis	37
TRAINING ANALYSIS.....	40
Task Difficulty Data	40
First-Enlistment Personnel Analysis.....	40
1-12 Month TICF Analysis	45
Services Utilization and Training Workshop (U&TW) 11-14 October 1994	47
JOB SATISFACTION ANALYSIS	47
IMPLICATIONS	48

THIS PAGE INTENTIONALLY LEFT BLANK

TABLE OF CONTENTS
 (Tables, Figures, Appendices)

	<u>PAGE NUMBER</u>
TABLE 1 MAJCOM REPRESENTATION OF SAMPLE.....	5
TABLE 2 PAYGRADE DISTRIBUTION	5
TABLE 3 AVERAGE PERCENT TIME SPENT ON DUTIES BY CAREER LADDER JOBS	10-11
TABLE 4 SELECTED BACKGROUND DATA FOR DAFSC 3M0X1 CAREER LADDER JOBS	12-13
TABLE 5 SPECIALTY JOB COMPARISONS BETWEEN CURRENT AND PREVIOUS SURVEYS.....	29-30
TABLE 6 DISTRIBUTION OF SKILL-LEVEL MEMBERS ACROSS CAREER LADDER JOBS (PERCENT MEMBERS).....	31
TABLE 7 TIME SPENT ON DUTIES BY MEMBERS OF SKILL-LEVEL GROUPS (RELATIVE PERCENT OF JOB TIME).....	32
TABLE 8 REPRESENTATIVE TASKS PERFORMED BY AFSC 3M031 PERSONNEL	34
TABLE 9 REPRESENTATIVE TASKS PERFORMED BY AFSC 3M051 PERSONNEL	35
TABLE 10 REPRESENTATIVE TASKS PERFORMED BY DAFSC 3M071 PERSONNEL	36
TABLE 11 REPRESENTATIVE TASKS PERFORMED BY DAFSC 3M091 PERSONNEL	38
TABLE 12 REPRESENTATIVE TASKS PERFORMED BY DAFSC 3M000 PERSONNEL	39
TABLE 13 DAFSC 3M0X1 TASKS WITH HIGHEST TASK DIFFICULTY RATINGS.....	41
TABLE 14 RELATIVE PERCENT OF TIME SPENT ACROSS DUTIES BY FIRST-ENLISTMENT AFSC 3M0X1 PERSONNEL.....	43

TABLE OF CONTENTS (Continued)
 (Tables, Figures, Appendices)

	<u>PAGE NUMBER</u>
TABLE 15 REPRESENTATIVE TASKS PERFORMED BY FIRST-ENLISTMENT 3M0X1 PERSONNEL	44
TABLE 16 GENERAL INFORMATION ON 1-12 MONTHS TICF PERSONNEL (N=306)	46
TABLE 17 COMPARISON OF JOB SATISFACTION INDICATORS FOR TAFMS GROUPS (PERCENT MEMBERS RESPONDING).....	49
TABLE 18 COMPARISON OF JOB SATISFACTION INDICATORS FOR CURRENT SURVEY TO PREVIOUS SURVEYS (PERCENT MEMBERS RESPONDING)	50
TABLE 19 JOB SATISFACTION INDICATORS FOR AFSC 3M0X1 JOBS (PERCENT MEMBERS RESPONDING).....	51-52
FIGURE 1 Career Ladder Structure	7
FIGURE 2 First-Enlistment Personnel Jobs.....	38
APPENDIX A REPRESENTATIVE TASKS PERFORMED BY MEMBERS OF CAREER LADDER JOBS	53
APPENDIX B LISTING OF MODULES AND TASK STATEMENTS	55

PREFACE

This report presents the results of an Air Force Occupational Survey of the Services career ladder (AFSC 3M0X1). Authority to conduct occupational surveys is contained in AFI 36-2623. Computer products used in this report are available for use by operations and training officials.

Chief Master Sergeant Jeffrey L. Milligan, Inventory Development Specialist, developed the survey instrument. Mr. James B. Keeth, Occupational Analyst, analyzed the data, and wrote the final report. Mr. Wayne Fruge provided computer programming support, and Ms. Linda McDonald provided administrative support. Major Randall C. Agee, Chief, Airman Analysis Section, Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS), reviewed and approved this report for release.

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies are available upon request to the AFOMS, Attention: Chief, Occupational Analysis Flight (OMY), 1550 5th Street East, Randolph AFB, Texas 78150-4449 (DSN 487-6623).

RICHARD C. OURAND, JR., Lt Col, USAF
Commander
Air Force Occupational Measurement
Squadron

JOSEPH S. TARRELL
Chief, Occupational Analysis Flight
Air Force Occupational Measurement
Squadron

THIS PAGE INTENTIONALLY LEFT BLANK

SUMMARY OF RESULTS

1. **Survey Coverage:** The Services career ladder (AFSC 3M0X1) was surveyed to obtain current job and task data for use in examining training programs. Survey results are based on responses from 3,279 AFSC 3M0X1 personnel, which represents 62 percent of the assigned population.
2. **Career Ladder Structure:** Structure analysis identified 14 very diverse jobs: Cooks, Storeroom, Accountants, Managers, Supervisors and Superintendents, Contingency, Search and Recovery, Mortuary Affairs, Dorm Managers, Quality Assurance Evaluation (QAE), Linen Exchange, Fitness and Recreation, Lodging, and SIMS Administrators. Very little overlap in tasks performed was found across the 14 jobs.
3. **Career Ladder Progression:** A clear pattern of job progression is noted. Members at the 3-skill level tend to work primarily in the cooking function, with smaller numbers of personnel also working in the fitness, recreation, and lodging jobs. At the 5-skill level, job possibilities open up sharply, with members moving away from the cooking area and going to work in any one of nine other areas. This broadening of job experience continues into the 7-skill level, including an increase in personnel working in supervisory jobs. It is only at the 9- and CEM levels that the job of a Services incumbent clearly becomes that of a manager, with very little, if any, technical work being performed. The AFMAN 36-2108 *Specialty Description* provides a broad and accurate overview of tasks and duties performed within the career ladder, as well as the primary responsibilities of members in the 14 jobs identified by the job structure analysis process.
4. **Training Analysis:** Data from this occupational survey were used in a Services Utilization and Training Workshop (U&TW) held 11-14 October 1994 at HQ AFSVA in San Antonio, Texas. The STS for the DAFSC 3M031 resident course was reviewed for adequacy and compliance with OSR findings. Several training areas were changed based on a review of the OSR data.
5. **Job Satisfaction Analysis:** In general, job satisfaction among most AFSC 3M0X1 personnel is good, with the lowest satisfaction found among first-enlistment personnel. When compared to previous OSRs, most indicators in the current study reflected higher satisfaction than was seen in the 1980 Food Service survey, but in many instances, show a drop when compared to the 1986 Services and 1987 Fitness and Recreation surveys. As for job satisfaction for the major jobs identified, Linen Exchange, Cook, Dorm Manager, and Storeroom jobs showed the lowest job interest, while SIMS Administrator, Contingency, and Mortuary Affairs jobs had the highest job interest.

6. **Implications:** The AFSC 3M0X1 career ladder reflects a wide diversity and variety of jobs being performed. Almost 40 percent of career ladder members work in the Food Service or Storeroom areas. Other large job areas included Fitness and Recreation and Lodging. Other members work either in a supervisory or management job or in one of many specialized jobs. Despite the diversity of work found in the career ladder, job progression shows a distinct pattern as one moves from the 3-skill level to the 9-skill and CEM levels. The AFMAN 36-2108 *Specialty Description* broadly describes the jobs performed. Training provided in the 3-skill level resident course was revised to better reflect utilization patterns in the field. Job satisfaction is fairly good for career ladder incumbents, with only a few weak areas noted.

**OCCUPATIONAL SURVEY REPORT
SERVICES CAREER LADDER
(AFSC 3M0X1)**

INTRODUCTION

This is a report of an occupational survey of the Services career ladder conducted by the Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS). The current Services career ladder was created following a series of mergers that began in April 1988 with the merger of Food Services (AFSC 622X0) and Services (AFSC 611X0) into AFSC 623X0. Personnel in this AFSC worked in Air Force dining facilities, billeting offices, dormitory management, linen exchange, and mortuary affairs. On 31 October 1992, the Services career ladder (AFSC 623X0) merged with the Recreation and Fitness career ladder (AFSC 741X1) and became AFSC 781X0. Personnel in this new AFSC, in addition to working in the Services areas above, also became involved with fitness centers, community activity centers, base hobby shops, and outdoor recreation areas such as marinas and beaches. In October of 1993, the AFSC designation was changed to 3M0X1 as part of the revamping of the Air Force classification system.

In October 1994, additional changes relating to the Services career ladder were made. The Dormitory Management function was deleted from DAFSC 3M0X1 and placed in Reporting Identifier 9D000, Dormitory Manager. In addition, troop support functions were added to the Services specialty as the result of a merger of the 3M0X1 and 3K0X1 (Subsistence Operations) career ladders.

This is the first survey of the newly merged 3M0X1 specialty. At the time of the survey administration, the dormitory manager job was still being performed by Services personnel and is identified in this OSR as a Services function. Also, the troop support function was not yet a part of the Services specialty, thus that function is not addressed. Essentially, this Services OSR addresses only the functions that resulted from the merger of the Food Service, Services, and Fitness and Recreation AFSCs. The last OSR published for each of the three merged AFSCs are listed below:

AFSC 622X0 (Food Service) - September 1980
AFSC 611X0 (Services) - June 1986
AFSC 741X1 (Fitness and Recreation) - December 1987

APPROVED FOR PUBLIC RELEASE; DISTRIBUTION UNLIMITED

Data obtained from this survey were used to support a Utilization and Training Workshop (U&TW) conducted 11-14 October 1994 in San Antonio, Texas. Current utilization patterns among Services personnel were examined by workshop participants and training requirements for the 3-skill level awarding course were modified based on these utilization patterns. Results from this U&TW will be discussed in more detail in the Training Analysis section of this OSR.

Background

As described in the AFMAN 36-2108 *Specialty Description* for AFSC 3M0X1, dated October 1993, Services members manage, supervise, and administer or operate appropriated and nonappropriated fund food facilities; transient and temporary lodging facilities; fitness and recreation programs and facilities; mortuary affairs administration; operational support; training and supervising search and recovery teams; training, scheduling, and overseeing honor guard teams; training and advising unit fitness managers in fitness evaluation procedures and conducting fitness improvement training programs; selecting, procuring, and controlling equipment and supplies; providing lodging, feeding, and recreation services in fixed and bare base facilities; providing liaison support to the Defense Commissary Agency and the Army and Air Force Exchange Service; performing quality assurance functions when areas of responsibility are performed by contract; and operating and administering information management systems used to support functional responsibilities.

The Services career ladder is a contingency-related field. Personnel serving in this career ladder may participate in recovery operations as a result of natural and manmade disasters. Also, they may be subject to deployment and employment in hostile environments. Personnel should have knowledge and proficiency using specialized equipment and procedures required to provide food, shelter, laundry, first aid, field sanitation and hygiene, mortuary service, recreation, and physical fitness to deployed forces.

Entrants into the AFSC 3M0X1 career ladder must complete the Services Apprentice course (L3ABR3M031 001) at Lackland AFB TX. This is a 31-day course and covers Services Operations, Fundamentals of Food Preparation, Techniques of Preparing Food, and 48 hours of Readiness training. A 10-day Services Craftsman course (L3AAR3M071 000) is also required for SSgt's in 7-skill level upgrade training.

Several other resident courses are also available for career ladder members. A 5-day Cycle Ergometry course (L3AZR3M051 002) targets installation fitness program trainers. A 10-day Fitness Specialist course (L3AZR3M051 001) is also available which targets 5-skill level workers in fitness centers. Normally, this course is scheduled sequentially with the cycle ergometry course.

Entry into this career ladder currently requires a General Armed Forces Vocational Aptitude Test Battery (ASVAB) score of 30, and a Strength Factor of "H" (weight lift of 50 lbs).

SURVEY METHODOLOGY

Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory AFPT 90-781-022, dated December 1993. A tentative task list was prepared after reviewing pertinent career ladder publications and directives, and tasks from previous applicable OSRs. The preliminary task list was refined and validated through personal interviews with 44 Subject Matter Experts (SMEs) at the following locations:

<u>BASE</u>	<u>ORGANIZATION VISITED</u>
Lackland AFB TX	394 MWRS
Lowry AFB CO	3440 TCHTS (formerly the tech training center for this AFSC)
FE Warren AFB WY	90 MWRS
Randolph AFB TX	12 MWRS
Nellis AFB NV	554 MWRS
Travis AFB CA	60 MWRS

Others contacted included Air Force Military Personnel Center (AFMPC) classification personnel, functional and resource managers, and the Air Force Career Field Manager (AFCFM).

The resulting Job Inventory contains a comprehensive listing of 919 tasks grouped under 23 duty headings, with a background section requesting grade, job title, time in present job, time in service, job satisfaction, previous AFSC, time spent baking, automated systems used, and forms used.

Survey Administration

From March through July 1994, Military Personnel Flights at operational bases worldwide administered the inventory to all eligible DAFSC 3M0X1 personnel. Members eligible for the survey consisted of the total assigned population of the career ladder, excluding the following: (1) hospitalized personnel; (2) personnel in transition for a permanent change of station; (3) personnel retiring within the time the inventories were administered to the field; and (4) personnel in their jobs less than 6 weeks. Participants were selected from a computer-generated mailing list obtained from personnel data tapes maintained by the Air Force Military Personnel Center, Randolph Air Force Base, Texas.

Each individual who completed the inventory first filled in an identification and biographical information section and then checked each task performed in his or her current job. After checking tasks performed, each individual rated the tasks checked on a 9-point scale showing relative time spent on that task, compared to other tasks performed. The ratings ranged from 1 (very small amount time spent) to 9 (very large amount time spent).

To determine relative time spent for each task, all of the incumbent's ratings are assumed to account for 100 percent of time spent on the job and are summed. Each task rating is then divided by the total task ratings and multiplied by 100 to provide a relative percentage of time spent on each task.

Survey Sample

Personnel were selected to participate in this study so as to ensure an accurate representation across MAJCOMs and paygrades. Table 1 reflects the percentage distribution, by MAJCOM, of assigned and sampled individuals in AFSC 3M0X1 as of March 1994. Table 2 reflects paygrade distributions. Survey results are based on responses from 3,279 AFSC 3M0X1 personnel (62 percent of the assigned population). As shown by both tables, the survey sample accurately reflects the overall AFSC 3M0X1 population.

COMMAND	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
ACC	34	36
AMC	16	17
USAFE	12	11
AETC	11	12
PACAF	11	8
AFSPACE	6	7
AFMC	5	5
OTHER	5	4

* As of March 1994
 Total in Final Sample: 3,279
 Percent of Assigned in Sample: 62%
 Percent of Surveyed in Sample: 71%

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED*</u>	<u>PERCENT OF SAMPLE</u>
E-1 to E-3	22	22
E-4	34	33
E-5	22	23
E-6	12	12
E-7	7	7
E-8	2	2
E-9	1	1

* As of March 1994

Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information helps to complete analysis of the career ladder. To obtain the needed task factor data, selected senior AFSC 3M0X1 personnel (generally E-6 or E-7 craftsmen) also completed a second booklet for either training emphasis (TE) or task difficulty (TD). The TE and TD booklets were processed separately from the job inventories. This information is used in a number of analyses discussed in more detail within this report.

Training Emphasis (TE). Individuals completing TE booklets were asked to rate tasks on a 10-point scale from no training required to extremely high amount of training emphasis. TE is a rating of which tasks require emphasis in structured training for first-term personnel. Structured training is defined as training provided by resident technical schools, field training detachments, mobile training teams, formal OJT, or any other organized training method. TE data were independently collected from 95 experienced 7-skill level personnel stationed worldwide. In order for TE data to be reliable and reportable, sufficient rater agreement must exist. In this study, there was a wide range of rating policies, due primarily to the wide degree of diverse functions found in this career ladder. As a result, raters were unable to agree sufficiently on a training policy. In an attempt to obtain reliable data, raters were further broken out by former AFSC (i.e. Food Service, Services, or Fitness and Recreation). Rater responses for each of these three groupings were examined separately. The resultant groups still failed to yield sufficient agreement, and hence no TE data is reported in this survey.

Task Difficulty (TD). Task difficulty is defined as an estimate of how much time the average airman needs to learn to perform each task satisfactorily. Eighty-four experienced AFSC 3M0X1 supervisors rated each task's difficulty using a 9-point scale ranging from 1 (extremely low) to 9 (extremely high). Despite the wide diversity of functions found within the career ladder, interrater agreement among these respondents was sufficiently high to report TD ratings. TD ratings are normally adjusted so tasks of average difficulty have a value of 5.00 and a standard deviation of 1.00. Any task with a difficulty of 6.00 or greater is considered difficult to learn.

When used in conjunction with the primary criterion of percent members performing, TD can provide insight into first-enlistment personnel training requirements. Such insights may suggest a need for lengthening or shortening portions of instruction supporting Air Force Specialty entry-level jobs.

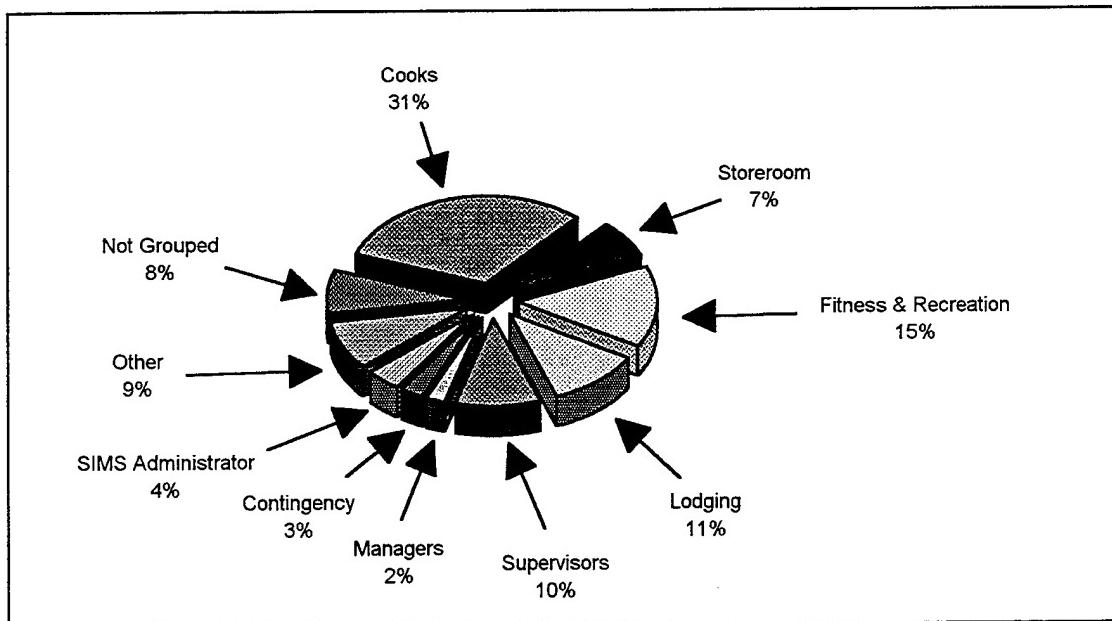
SPECIALTY JOBS (Career Ladder Structure)

The first step in the analysis process is to identify the structure of career ladders in terms of jobs performed by respondents. The Comprehensive Occupational Data Analysis Programs (CODAP) assists by creating an individual job description for each respondent based on tasks performed and relative amount of time spent on these tasks. The CODAP automated job clustering program then compares all the individual job descriptions, locates the two descriptions with the most similar tasks and time spent ratings, and combines them to form a composite job description. In successive stages, CODAP either adds new members to this initial group, or forms new groups based on the similarity of tasks and time spent ratings.

The basic group used in the hierarchical clustering process is the **job**. When two or more jobs have a substantial degree of similarity in tasks performed and time spent on tasks, they are grouped together and identified as a **cluster**. The structure of the career ladder is then defined in terms of jobs and clusters of jobs.

Overview of Specialty Jobs

Based on the analysis of tasks performed and the amount of time spent performing each task, 14 jobs were identified within the surveyed career ladders. Figure 1 illustrates the jobs performed by AFSC 3M0X1 personnel.



Career Ladder Structure

Figure 1

A listing of these jobs and job clusters is provided below. The stage (STG) number shown beside each title references computer printed information, the letter "N" represents the number of personnel in each group.

- I. COOKS (STG039, N=1,015)
 - A. Bakers (STG371, N=29)
 - B. Dining Hall Cooks (STG272, N=718)
 - C. Missile Site Cooks (STG297, N=122)
 - D. In-Flight Kitchen Cooks (STG137, N=99)
- II. STORE ROOM (STG324, N=234)
- III. ACCOUNTANTS (STG048, N=50)
- IV. MANAGERS (STG051, N=56)
- V. SUPERVISORS AND SUPERINTENDENTS (STG088, N=335)
- VI. CONTINGENCY (STG214, N=103)
- VII. SEARCH AND RECOVERY (STG153, N=16)
- VIII. MORTUARY AFFAIRS (STG136, N=51)
- IX. DORM MANAGERS (STG091, N=45)
- X. QUALITY ASSURANCE EVALUATORS (STG067, N=76)
- XI. LINEN EXCHANGE (STG130, N=52)
- XII. FITNESS AND RECREATION (STG061, N=505)
- XIII. LODGING (STG050, N=350)
- XIV. SIMS ADMINISTRATORS (STG046, N=130)

The respondents forming these groups account for 92 percent of the survey sample. The remaining 8 percent were performing tasks that did not group with any of the other defined jobs. Many of these respondents have been in the career field for a short amount of time, and perform only a limited number of tasks. It is anticipated that, with more experience, these personnel would group with one of the identified jobs.

Group Descriptions

The following paragraphs contain brief descriptions of the 14 jobs identified through career ladder structure analysis. Appendix A lists representative tasks performed by identified job groups. Table 3 displays time spent on duties, while Table 4 provides demographic information for each job discussed within this report.

Another way to illustrate these jobs is to summarize tasks performed into groups of tasks (task modules). This allows for a concise display of tasks where job incumbents spend most of their time, and develops a comprehensive overview of each job. The display shows the number of tasks included in a module, the average percent time spent on that module, a cumulative amount of time spent on the listed modules, and finally, an average percent members performing the particular task module. These modules were identified through CODAP co-performance clustering, which calculates the probability that members who perform one task will also perform a second task or group of related tasks. Representative task modules are listed as part of the job description. The list of modules with respective tasks is presented in Appendix B.

I. COOKS (STG039). The members of this cluster represent nearly one-third of the survey sample. These personnel are primarily responsible for the preparation of food at various sites throughout the Air Force. Sixty-seven percent of the job time is spent cooking foods, preparing serving lines, or serving foods. Representative tasks performed by members of this cluster include:

- Monitor food temperatures
- Wrap food items
- Boil eggs
- Deep fat fry meats, seafoods, poultry, vegetables, or fruits
- Bake meats, seafoods, poultry, vegetables, or fruits
- Oven fry meats, seafoods, poultry, or vegetables
- Test cooked foods by taste or smell

Cooks	
Number of members	1,015
Percent of total sample	31%
Average number of tasks performed	65
Average TAFMS	62 mos
Percent in First Enlistment	51%
Percent with 1-12 Months TICF	18%

Representative task modules for personnel in this job show that cooking functions, as would be expected, predominate.

TABLE 3
AVERAGE PERCENT TIME SPENT ON DUTIES BY CAREER LADDER JOBS

DUTIES	COOKS (STG039)	STORE ROOM (STG324)	ACCOUNTANT (STG048)	MANAGERS (STG051)	SUPERVISORS & SUITS (STG088)	CONTINGENCY (STG214)	SEARCH AND RECOVERY (STG153)
A ORGANIZING AND PLANNING	3	4	4	51	25	13	11
B DIRECTING AND IMPLEMENTING	1	2	4	15	16	6	7
C INSPECTING AND EVALUATING	1	2	3	9	13	4	3
D TRAINING	1	2	2	6	15	11	14
E PERFORMING QAE ACTIVITIES	*	*	3	2	3	*	*
F PERFORMING ADMINISTRATIVE AND	4	8	54	2	8	3	*
G SUPPORT ACTIVITIES	*	*	*	1	1	1	*
H PERFORMING SIMS ADMINISTRATOR ACTIVITIES	*	*	*	1	1	1	*
I PERFORMING SUPPLY AND STOREROOM ACTIVITIES	5	65	4	3	4	3	7
J RECEIVING AND DISBURSING CASH	4	3	*	4	5	2	3
K COOKING FOODS, PREPARING SERVING	5	3	22	*	2	1	*
L LINES, OR SERVING FOODS	67	4	*	1	3	3	-
M PERFORMING FLIGHT, ALERT, OR IRON EAGLE FOOD SERVICE ACTIVITIES	5	3	*	-	*	*	-
N OPERATING COMMUNITY ACTIVITY CENTERS	*	*	*	*	*	*	-
O OPERATING LODGING ACTIVITIES	*	*	-	2	1	*	-
P MANAGING AIR FORCE FITNESS AND ATHLETIC PROGRAMS	*	*	*	*	*	*	-
Q PERFORMING INDOOR OR OUTDOOR MAINTENANCE ACTIVITIES	*	*	*	*	*	*	*
R OPERATING LINEN EXCHANGES	*	*	-	*	*	*	-
S MANAGING MORTUARY AFFAIRS	*	*	*	*	1	2	9
T PERFORMING SEARCH AND RECOVERY OF ACCIDENT VICTIMS	*	-	-	-	*	3	26
U OPERATING AND MAINTAINING SWIMMING POOLS, BEACH AREAS, AND OUTDOOR RECREATION FACILITIES	*	*	-	-	*	*	*
V OPERATING HOBBY SHOP RETAIL STORES	*	*	-	-	*	*	-
W PERFORMING DORMITORY MANAGEMENT ACTIVITIES	3	3	2	1	2	47	16

* Denotes less than 1 percent

TABLE 3 (CONTINUED)

AVERAGE PERCENT TIME SPENT ON DUTIES BY CAREER LADDER JOBS

DUTIES	MORTUARY AFFAIRS (STG136)	DORM MGRS (STG091)	QAE (STG067)	LINEN EXCHANGE (STG139)	FITNESS/RECREATION (STG061)	LODGING (STG050)	SIMS (STG046)
A ORGANIZING AND PLANNING	11	12	9	5	6	4	6
B DIRECTING AND IMPLEMENTING	5	8	6	3	6	3	2
C INSPECTING AND EVALUATING	4	2	9	3	3	2	2
D TRAINING	6	1	1	1	2	3	3
E PERFORMING QUALITY ASSURANCE EVALUATOR (QAE) ACTIVITIES	1	*	48	13	*	*	*
F PERFORMING ADMINISTRATIVE AND SUPPORT ACTIVITIES	*	1	8	2	3	1	3
G PERFORMING SERVICES INFORMATION MANAGEMENT SYSTEMS (SIMS) ADMINISTRATOR ACTIVITIES	1	*	3	*	*	2	72
H PERFORMING SUPPLY AND STOREROOM ACTIVITIES	1	6	3	5	3	1	2
I PERFORMING GENERAL MWR ACTIVITIES	1	12	2	2	31	6	*
J RECEIVING AND DISBURSING CASH	*	1	2	1	18	22	2
K COOKING FOODS, PREPARING SERVING LINES, OR SERVING FOODS	-	-	*	*	*	1	*
L PERFORMING FLIGHT, ALERT, OR IRON EAGLE FOOD SERVICE ACTIVITIES	-	-	-	-	*	*	*
M OPERATING COMMUNITY ACTIVITY CENTERS	-	*	*	*	4	*	*
N OPERATING LODGING ACTIVITIES	*	3	*	4	52	3	*
O MANAGING AIR FORCE FITNESS AND ATHLETIC PROGRAMS	-	*	*	-	14	*	*
P PERFORMING INDOOR OR OUTDOOR MAINTENANCE ACTIVITIES	*	4	*	1	6	1	*
Q OPERATING LINEN EXCHANGES	-	4	*	53	*	*	*
R MANAGING MORTUARY AFFAIRS	51	*	*	-	*	*	*
S PERFORMING SEARCH AND RECOVERY OF ACCIDENT VICTIMS	8	*	*	-	*	*	*
T OPERATING AND MAINTAINING SWIMMING POOLS, BEACH AREAS, AND OUTDOOR RECREATION FACILITIES	-	-	*	-	*	*	*
U OPERATING HOBBY SHOP RETAIL STORES	-	-	-	-	*	*	*
V PERFORMING DORMITORY MANAGEMENT ACTIVITIES	-	43	*	4	2	3	2
W PERFORMING CONTINGENCY MWR ACTIVITIES	-	10	3	4	2	3	2

* Denotes less than 1 percent

TABLE 4

SELECTED BACKGROUND DATA FOR DAFSC 3M0X1 CAREER LADDER JOBS

	COOKS (STG039)	STORE ROOM (STG324)	ACCOUNTANT (STG048)	MANAGERS (STG051)	SUPERVISORS & SUPTS (STG088)	CONTINGENCY (STG214)	SEARCH AND RECOVERY (STG153)
NUMBER IN GROUP	1,105	234	50	56	335	103	16
PERCENT OF SAMPLE	31%	7%	2%	2%	10%	3%	LESS THAN 1%
DAFSC DISTRIBUTION							
3M031	44%	32%	12%	7%	0%	4%	0%
3M051	51%	64%	82%	21%	24%	55%	62%
3M071	5%	4%	6%	38%	56%	36%	38%
3M091/CEM	0%	0%	0%	34%	18%	5%	0%
PAYGRADE DISTRIBUTION							
E-1 to E-3	43%	27%	16%	0%	0%	3%	0%
E-4	34%	43%	42%	20%	7%	24%	13%
E-5	19%	26%	34%	5%	19%	37%	44%
E-6	3%	4%	8%	21%	29%	21%	25%
E-7	1%	0%	0%	29%	27%	11%	19%
E-8	0%	0%	0%	9%	12%	4%	0%
E-9	0%	0%	0%	16%	6%	0%	0%
AVERAGE NUMBER OF TASKS PERFORMED	65	50	28	20	84	86	46
AVERAGE MONTHS TAFMS	62	73	80	181	186	133	145
PERCENT IN FIRST ENLISTMENT	51%	37%	22%	9%	3%	5%	6%
PERCENT SUPERVISING	30%	44%	22%	39%	81%	47%	6%

TABLE 4 (CONTINUED)

SELECTED BACKGROUND DATA FOR DAFSC 3M0X1 CAREER LADDER JOBS

	MORTUARY AFFAIRS (STG136)	DORM MGRS (STG091)	QAE (STG067)	LINEN EXCHANGE (STG130)	RECREATION (STG061)	LODGING (STG050)	SIMS (STG046)
NUMBER IN GROUP	51	45	76	52	505	350	130
PERCENT OF SAMPLE	2%	1%	2%	2%	15%	11%	4%
DAFSC DISTRIBUTION							
3M031	0%	9%	0%	32%	20%	25%	6%
3M051	55%	71%	64%	62%	62%	61%	72%
3M071	41%	20%	36%	6%	17%	14%	22%
3M091/CEM	4%	0%	0%	0%	1%	0%	0%
PAYGRADE DISTRIBUTION							
E-1 to E-3	0%	0%	0%	12%	15%	17%	6%
E-4	16%	29%	34%	54%	40%	48%	31%
E-5	33%	44%	34%	26%	26%	21%	42%
E-6	24%	22%	20%	4%	12%	11%	16%
E-7	25%	4%	12%	4%	8%	3%	5%
E-8	2%	0%	0%	0%	1%	0%	0%
E-9	0%	0%	0%	0%	0%	0%	0%
AVERAGE NUMBER OF TASKS PERFORMED	84	45	40	44	92	51	64
AVERAGE MONTHS TAFMS	162	141	127	94	106	87	117
PERCENT IN FIRST ENLISTMENT	2%	6%	9%	25%	24%	30%	9%
PERCENT SUPERVISING	43%	38%	22%	40%	43%	33%	28%

<u>TM</u>	<u>Module title</u>	<u>No. of Tasks</u>	<u>Average Percent Members Performing</u>	<u>Percent Time Spent</u>
0001	Cooking Food	51	56	55
0003	Miscellaneous Cooking Tasks	8	34	5
0002	Baking	7	26	3
0005	Flight Meals	7	14	3
0004	Serving Preparations	15	17	3

Within this cluster, four major jobs were identified. The largest job involved cooks who worked in the typical base dining hall. Most of these personnel identified themselves as "Cook" "First Cook," "Shift Leader," or "Shift Supervisor." Typical tasks involved the preparation of breakfast, lunch, or dinner meals, the ordering or receiving of subsistence from the storeroom, setting up serving lines, and serving food. A second job involved cooks who worked in launch control facility (LCF) kitchens at various missile bases. These cooks generally performed the same tasks performed by those working in the base dining hall. A third job identified was that of In-Flight Kitchen Cooks. This job differed from the typical dining hall cooks job in that these personnel are more involved with flight, alert, or Iron Eagle food service activities. Distinguishing tasks performed by these members include:

- assemble flight meals
- assemble box lunches
- assemble ground meals
- package sandwich meals
- distribute individual meals, such as box lunches, ground meals,
or flight meals

The fourth job within this cluster was that of Bakers. These personnel, although performing some of the same tasks as dining hall cooks, were distinguished from other cooks in that they specialized in baking or pastry functions. Differentiating tasks for personnel in this job included:

- bake breads or pastries, other than prepackaged mixes
- prepare pies
- prepare puddings or custards
- prepare yeast dough for baking
- prepare bread, rolls, or cakes from prepackaged mixes

decorate cakes
 prepare quick breads
 design cake decorations

Ninety-five percent of the job incumbents in this cluster hold either a 3- or 5-skill level, with 77 percent being in paygrade E-4 or below. Respondents in this cluster are the least experienced of any identified job group, averaging only 62 months TAFMS. Fifty-one percent are in their first enlistment (see Table 4).

II. STOREROOM (STG324). The 234 members of this job represent 7 percent of the survey sample. Most of these members work in the dining facility where they order subsistence and issue needed supplies to the dining hall. Sixty-five percent of their time is spent performing supply and storeroom activities. Representative tasks performed by members of this job include:

- Issue subsistence
- Inventory subsistence
- Inspect incoming stock or property for quantity or condition
- Post inventories to records
- Place subsistence in storage
- Monitor expiration dates of dairy products
- Prepare foods for thawing
- Verify accuracy of inventories

Storeroom	
Number of members	234
Percent of total sample	7%
Average number of tasks performed	50
Average TAFMS	73 mos
Percent in First Enlistment	37%
Percent with 1-12 months TICF	8%

The task modules for this job show members work primarily with subsistence, spending 53 percent of their job time on the 24 tasks comprising the subsistence task module. Representative task modules include:

<u>TM</u>	<u>Module title</u>	No. of Tasks	Average	
			<u>Percent Members Performing</u>	<u>Percent Time Spent</u>
0012	Subsistence	24	78	53
0013	Stock Control	4	52	4
0014	Supply	8	19	3

Members of this job primarily hold the 5-skill level (64 percent), with 96 percent having a paygrade of E-5 or below. Thirty-seven percent are in their first enlistment, with members having an average of 73 months time in service.

III. ACCOUNTANTS (STG048). The 50 members of this job represent only 2 percent of the survey sample. Performing an average of only 28 tasks, members of this rather specialized job perform essentially no food preparation, cooking, or serving tasks. Fifty-four percent of their job time is spent performing administrative and support activities, and 22 percent is spent receiving and disbursing cash. Representative tasks performed by members of this job include:

- Prepare cash collection vouchers
- Reconcile cash collections with headcount tallies using AF Forms 79 (Cash Collection Record)
- Prepare cash collection records
- Prepare basic daily food allowance computation forms
- Prepare monthly monetary records
- Prepare registers of cash collection sheets
- Count cash
- Reconcile cash collections with headcount tallies using cash register reports
- Maintain records on meal card control activities

Accountants	
Number of members	50
Percent of total sample	2%
Average number of tasks performed	28
Average TAFMS	80 mos
Percent in First Enlistment	22%
Percent with 1-12 Months TICF	0%

As for predominant task modules for this job, two modules dealing with cash collections and cash funds head the list:

<u>TM</u>	<u>Module title</u>	Average		
		No. of Tasks	Percent Members Performing	Percent Time Spent
0015	Cash Collections	11	64	35
0017	Cash Funds	18	26	18
0013	Stock Control	4	9	1

Members of this job are largely 5-skill level personnel (82 percent), with 92 percent being in paygrades E-5 and below. Only 22 percent are in their first enlistment, and they average 80 months time in service.

IV. MANAGERS (STG051). The 56 members of this job represent 2 percent of the survey sample. Members in this job are senior-level personnel who primarily manage functions within the career field. Typical job titles include Food Services Superintendent; Food Service Manager; Chief, Plans Force Management Flight; Lodging Manager; Senior Enlisted Manager; Chief of Services; Lodging Superintendent; and Training Manager. Fifty-one percent of their job time is spent organizing and planning (Duty A). Only 39 percent indicated they directly supervise other personnel. The job performed by these members is extremely specialized, averaging only 20 tasks. This is the lowest number of tasks performed of any job identified. Representative tasks performed include:

Managers	
Number of members	56
Percent of total sample	2%
Average number of tasks performed	20
Average TAFMS	181 mos
Percent in First Enlistment	9%
Percent with 1-12 Months TICF	0%

Determine work priorities

Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting

Determine budget or financial requirements

Determine requirements for space, personnel, equipment, or supplies

Plan or prepare briefings

Assign personnel to duty positions

Coordinate contingency exercises with appropriate agencies

Conduct staff assistance visits

The predominant task module for this job, shown below, relates to supervision and management, with job members spending 44 percent of their job time on the 31 tasks within that module.

<u>TM</u>	<u>Module title</u>	<u>No. of Tasks</u>	Average	
			<u>Percent Members Performing</u>	<u>Percent Time Spent</u>
0007	Supervision and Management	31	24	44
0008	Contingency Planning	6	20	7
0009	Training	20	4	4

This is the second most experienced group identified, averaging 181 months time in service. Seventy-two percent hold either a 7- or 9-skill level. Seventy-five percent are in the paygrade of E-6 and above.

V. SUPERVISORS AND SUPERINTENDENTS (STG088)

The 335 members of this job represent 10 percent of the survey sample. Unlike the Managers job discussed above, members of this job are primarily supervisors. Eighty-one percent indicate they supervise others (compared to only 39 percent for the Managers group). Sixty-nine percent of their job time is spent on duties involving organizing and planning, directing and implementing, inspecting and evaluating, and training (see Table 3, Duties A, B, C, and D). Common job titles include Food Service Supervisor, Dining Hall Supervisor, NCOIC Dining Facility, Asst Dining Hall Supervisor, In-Flight Kitchen Supervisor, NCOIC Flight Kitchen, NCOIC Lodging, and Food Service NCOIC. Representative tasks performed by members of this job include:

Supervisors and Supts	
Number of members	335
Percent of total sample	10%
Average number of tasks performed	84
Average TAFMS	186 mos
Percent in First Enlistment	3%
Percent with 1-12 Months TICF	0%

- Determine work priorities
- Write EPRs
- Write recommendations for awards or decorations
- Counsel subordinates on personal or military-related matters
- Assign personnel to duty positions
- Plan or schedule work assignments or priorities
- Orient newly assigned personnel

As with the Managers job above, the predominant task module for this job relates to supervision and management, with other modules relating to OJT training and civilian supervision.

<u>TM</u>	<u>Module title</u>	<u>No. of Tasks</u>	Average	
			<u>Percent Members Performing</u>	<u>Percent Time Spent</u>
0007	Supervision and Management	31	64	32
0009	Training	20	30	10
0016	Menus and Recipes	12	34	5
0008	Contingency Planning	6	27	2
0010	Civilian Supervision	9	22	2

This is the most experienced job identified, averaging 186 months time in service. Eighty percent of these members hold either a 5- or 7-skill level, with only 18 percent holding the 9-skill level. Predominant paygrades range from E-5 through E-8.

VI. CONTINGENCY (STG214). The 103 members of this job account for 3 percent of the survey sample. Forty-seven percent of their time is spent performing contingency activities. Another 34 percent of the job time is spent in supervisory duties (see Table 3, Duties A, B, C, and D). Representative tasks performed by personnel in this job include:

- Set up or dismantle M-2 burners
- Perform user maintenance on M-2 burners
- Set up or break down mobile kitchen trailers (MKTs)
- Assemble or disassemble general purpose medium tents
- Set up or dismantle M-59 field ranges
- Perform user maintenance on M-59 field ranges
- Perform military field sanitation and hygiene techniques
- Prepare field kitchen burner units for use

Contingency	
Number of members	103
Percent of total sample	3%
Average number of tasks performed	86
Average TAFMS	133 mos
Percent in First Enlistment	5%
Percent with 1-12 Months TICF	4%

This is a very specialized job group, with the largest percentage of time being spent on the Contingency task module, as shown below.

<u>TM</u>	<u>Module title</u>	No. of Tasks	Average Percent Members <u>Performing</u>	Average Percent Time <u>Spent</u>
			<u>Performing</u>	<u>Spent</u>
0030	Contingency	23	80	36
0008	Contingency Planning	6	44	4
0031	Field Mortuaries	5	58	4
0032	Field Kitchen Waste Disposal Pits	4	35	2
0009	Training	20	30	8
0033	Search and Recovery	19	20	3

Very few of these incumbents are in their first enlistment (5 percent). Their average time in service is 133 months. Ninety-one percent hold either the 5- or 7-skill level and are in paygrades E-4 through E-7.

VII. SEARCH AND RECOVERY (STG153). The 16 members of the Search and Recovery job represent less than 1 percent of the survey sample. Twenty-six percent of their job time is spent performing search and recovery of accident victims, 16 percent is spent performing contingency activities, and 35 percent is spent on supervisory duties. Representative tasks performed by members of this job include:

- Stake, bag, and tag human remains
- Collect and tag personal effects of accident victims
- Brief search and recovery teams
- Train search and recovery teams
- Maintain search and recovery kits
- Maintain search and recovery team member folders
- Maintain or update grid maps
- Initiate identification processing by fingerprinting human remains

Search and Recovery	
Number of members	16
Percent of total sample	Less than 1%
Average number of tasks performed	46
Average TAFMS	145 mos
Percent in First Enlistment	.5%
Percent with 1-12 Months TICF	0%

Again, this job is highly specialized, with the search and recovery task module being very predominant.

TM	Module title	No. of Tasks	Average	
			Percent Members Performing	Percent Time Spent
0033	Search and Recovery	19	65	26
0008	Contingency Planning	6	30	4
0030	Contingency	23	26	13
0031	Field Mortuaries	5	24	3
0009	Training	20	20	10
0035	Mortuary Affairs	47	10	9

Sixty-two percent of these members hold the 5-skill level, but average 145 months time in service. Predominant paygrades are E-5 and E-6. Only 6 percent are in their first enlistment and very few supervise other subordinates.

VIII. MORTUARY AFFAIRS (STG136). The 51 members of this job represent 2 percent of the survey sample. Members of this senior-level job spend 51 percent of their job time managing mortuary affairs duties, 10 percent performing contingency activities, and 8 percent performing search and recovery of accident victims. Much of the job involves tasks associated with protocol and maintaining various forms and documents, such as death certificates, disposition of personal property, and cemetery registers. Also included in this job are members of the Honor Guard. Representative tasks performed by personnel in this job are:

Mortuary Affairs	
Number of members	51
Percent of total sample	2%
Average number of tasks performed	84
Average TAFMS	162 mos
Percent in First Enlistment	2%
Percent with 1-12 Months TICF	0%

- Prepare status of human remains messages or reports
- Maintain mortuary affairs equipment or supplies
- Furnish burial clothing, insignia, or equipment for deceased military personnel
- Complete current deaths checklists
- Brief next-of-kin on interment or mortuary services provided
- Prepare requests for travel orders for special details, such as escorting human remains or briefing next-of-kin
- Coordinate releases or transfers of human remains to funeral homes
- Evaluate eligibility of individuals for mortuary benefits

The top three task modules for this job group are listed below. Forty-two percent of the job time is spent on tasks in the Mortuary Affairs task module.

<u>TM</u>	<u>Module title</u>	Average		
		No. of Tasks	Percent Performing	Percent Spent
0035	Mortuary Affairs	47	66	42
0034	Honor Guard	6	61	7
0008	Contingency	6	40	4

Members of this job group show a high level of experience, averaging 162 months TAFMS. Members hold primarily the 5- or 7-skill level, with paygrades ranging from E-4 through E-7.

IX. DORM MANAGERS (STG091). The 45 members of this group represent only 1 percent of the survey sample. This function was designated for deletion from this AFSC effective in October of 1994. Primary duties of these job incumbents are in the areas of performing dormitory management activities (43 percent), performing general MWRS activities (12 percent), and organizing and planning (12 percent). Representative tasks performed by personnel in the job are:

Dorm Managers	
Number of members	45
Percent of total sample	1%
Average number of tasks performed	45
Average TAFMS	141 mos
Percent in First Enlistment	6%
Percent with 1-12 Months TICF	0%

- Report to BCE customer service units work requirements related to buildings and installed equipment
- Brief first sergeants and squadron commanders on problem areas
- Establish or maintain locator boards for dormitory occupants
- Report occupancy status to billeting operations or services offices
- Assign detail personnel to maintain dormitory grounds and parking areas
- Brief detail personnel on areas of work responsibility
- Establish housekeeping standards for dormitory occupants
- Issue confirmations of clearance to members upon termination

This is also a very specialized job, with 43 percent of the job time spent in one task module (dorm management).

<u>TM</u>	<u>Module title</u>	<u>No. of Tasks</u>	Average	
			<u>Percent Members</u>	<u>Percent Time Spent</u>
0038	Dorm Management	17	75	43
0007	Supervision and Management	31	28	17
0014	Supply	8	17	2

Members of this job primarily hold a 5-skill level (71 percent), with only 6 percent being in their first enlistment. Most members are in paygrades E-4 through E-6, and have an average of 141 months time in service.

X. QUALITY ASSURANCE EVALUATORS (QAE)

(STG067). The 76 members of this job account for 2 percent of the survey sample. The job involves monitoring of contractors for compliance with contracts, documenting contractor defects, and preparing much of the paperwork required in establishing or monitoring contracts. Much of the job time is spent in performing quality assurance evaluator (QAE) activities (48 percent) and performing administrative and support activities (8 percent). Representative tasks performed by personnel in this job are:

Quality Assurance Evaluator (QAE)	
Number of members	76
Percent of total sample	2%
Average number of tasks performed	40
Average TAFMS	127 mos
Percent in First Enlistment	9%
Percent with 1-12 Months TICF	3%

- Evaluate contractor personnel for compliance with performance or work standards
- Evaluate contractors with compliance with contracts
- Evaluate sanitation practices
- Document contractor defects
- Prepare contracting monthly QAE evaluation schedules
- Evaluate quality control or quality assurance procedures
- Coordinate contract issues with appropriate agencies
- Prepare CDRs

The two major task modules for this job are listed below. Not surprisingly, the top module involves contracts and contractors.

<u>TM</u>	<u>Module title</u>	Average		
		No. of Tasks	Percent Performing	Percent Spent
0011	Contracts and Contractors	19	68	48
0007	Supervision and Management	31	18	31

Most of the personnel in this job hold either a 5-skill level (64 percent) or a 7-skill level (34 percent), and average 127 months time in service. Very few members are in their first enlistment. Most are in paygrades E-4 through E-7.

XI. LINEN EXCHANGE (STG130). The 52 members of this job account for 2 percent of the survey sample. The primary function of this job is the operation of base linen exchange activities. This involves not only the receiving and dispensing of linen exchange items, but also the maintenance of supply accounts and monitoring of linen exchange-related contracts. Representative tasks performed by personnel in this job are:

- Identify and remove worn or torn linens from inventories
- Exchange linen with authorized customers
- Maintain hand receipts or accountable records on linen exchange items
- Receive organizational clothing, such as parkas or flight suits, for cleaning
- Exchange linen with laundry or dry cleaning contractors
- Verify authorized items of linen exchange
- Bag or bundle laundry or dry cleaning items
- Review laundry or dry cleaning contracts

Linen Exchange	
Number of members	52
Percent of total sample	2%
Average number of tasks performed	44
Average TAFMS	94 mos
Percent in First Enlistment	25%
Percent with 1-12 Months TICF	6%

Representative task modules show the work almost exclusively deals with linen exchange duties and contracts and contractors.

TM	Module title	Average		
		No. of Tasks	Percent Members Performing	Percent Time Spent
0037	Linen Exchange	33	53	55
0011	Contracts and Contractors	19	27	11

These members primarily hold a 5-skill level (62 percent) or a 3-skill level (32 percent), and are predominantly in paygrades E-4 or E-5. Twenty-five percent are in their first enlistment. Average time in service is 94 months.

XII. FITNESS AND RECREATION (STG061). The 505 members of this job account for 15 percent of the survey sample. This job represents the second largest job within the career ladder, behind Cooks. This rather large and diverse job involves managing fitness, sports, and athletic programs, and running community activity centers. Many of the members work in fitness centers or base gymnasiums, community activity centers, and various base clubs. They also work outdoors maintaining ballfields or outdoor recreation areas. Primary duties performed include performing general MWRS activities (31 percent), receiving and disbursing cash (18 percent), and managing Air Force fitness and athletic programs (14 percent). Representative tasks performed by personnel in this job are:

Fitness and Recreation	
Number of members	505
Percent of total sample	15%
Average number of tasks performed	92
Average TAFMS mos	106
Percent in First Enlistment	24%
Percent with 1-12 Months TICF	7%

Count cash

Perform patron identification (ID) checks

Monitor MWRS facilities, such as base gyms or TV rooms

Handle customer complaints

Assign lockers to patrons

Clean or launder athletic uniforms or towels

Instruct patrons on proper use of equipment

Inspect barbells, weights, or other exercise equipment

Certify patrons qualified to use MWRS equipment, such as nautilus or hobby shop equipment

Representative task modules for this job are listed below. The task modules reflect a broad job that can range from working in the gym to handling money or dealing with sports and athletic or physical fitness programs.

<u>TM</u>	<u>Module title</u>	<u>No. of Tasks</u>	Average		
			<u>Percent Members</u>	<u>Percent Performing</u>	<u>Percent Spent</u>
0023	Gym Duties	10	47	9	
0019	General MWRS Functions	8	56	7	
0017	Cash Funds	18	46	12	
0024	Ballfield Maintenance	4	32	2	
0021	Sports or Athletic Programs	23	33	9	
0025	Physical Fitness Programs	4	23	1	
0007	Supervision and Management	31	31	8	

Although 62 percent of the job members hold the 5-skill level, members also hold a 3- or 7-skill level (see Table 4). Predominant paygrades involve E-7 and below. Twenty-four percent are in their first enlistment, with group members averaging 106 months time in service.

XIII. LODGING (STG050). The 350 members of this job account for 11 percent of the survey sample. Primary duties performed by job incumbents include operating lodging activities (52 percent) and receiving and disbursing cash (22 percent). Representative tasks performed by personnel in this job are:

- Assign temporary or contract quarters
- Perform checkout procedures
- Confirm or deny reservations
- Provide wake-up service
- Relay messages, mail, or lost luggage to assigned occupants or guests
- Operate telephone switchboards
- Prepare authorization forms for contract quarters
- Inform housekeeping personnel of checkouts

Lodging	
Number of members	350
Percent of total sample	11%
Average number of tasks performed	51
Average TAFMS	87 mos.
Percent in First Enlistment	30%
Percent with 1-12 Months TICF	8%

As with many of the jobs within this career ladder, the Lodging job is very specialized. The predominant task module describing the job is lodging desk functions.

<u>TM</u>	<u>Module title</u>	<u>No. of Tasks</u>	Average	
			<u>Percent Members</u>	<u>Percent Time Spent</u>
0028	Lodging Desk Functions	14	77	35
0017	Cash Funds	18	37	16

Members of this job are basically younger members of the career field, with 86 percent holding a 3- or 5-skill level (see Table 4). Sixty-nine percent hold a paygrade of E-4 or E-5. Average time in service is 87 months, with 30 percent being in their first enlistment.

XIV. SIMS ADMINISTRATOR (STG046). The 130 members in this job are involved with computers and the Services Information Management System (SIMS). Seventy-two percent of their time is spent performing SIMS administrator activities. Many of their tasks involve troubleshooting computer problems and working with the computer mainframe. Typical tasks performed by these members include:

- Add personnel to security or Wang offices
- Backup software
- Troubleshoot printer problems
- Perform full-volume backups or restores
- Re initial-program-load (IPL) services information management systems (SIMS)
- Load system software releases or updates
- Update system information, such as system users or passwords
- Troubleshoot hardware problems, other than printers

SIMS Administrators	
Number of members	130
Percent of total sample	4%
Average number of tasks performed	64
Average TAFMS	117 mos
Percent in First Enlistment	9%
Percent with 1-12 Months TICF	2%

Representative task modules show the work is almost exclusively involved with the SIMS function.

<u>TM</u>	<u>Module title</u>	Average		
		<u>No. of Tasks</u>	<u>Percent Members Performing</u>	<u>Percent Time Spent</u>
0029	SIMS	32	85	51
0007	Supervision and Management	31	18	8

Incumbents in this job are somewhat experienced personnel, averaging 117 months in service. Only 9 percent are in their first enlistment. Most hold either a 5- or 7-skill level, with 73 percent having a paygrade of E-4 or E-5.

Comparison to Previous Survey

The results of the specialty job analysis were compared to the last three OSRs for Food Service (AFPT 90-622-405, dated September 1980), Services (AFPT 90-611-524, dated June 1986), and Fitness and Recreation (AFPT 90-741-564, dated December 1987). Table 5 lists the jobs identified in the current study and their equivalent jobs from the three OSRs listed above.

Overall, there has been no appreciable changes in jobs performed by personnel in each of the three areas involved (food service, services, and fitness and recreation). Most jobs identified in the three separate OSRs were identified in the current study. This finding indicates that when the three AFSCs were consolidated into the one AFSC of 3M0X1, the various jobs were retained as separate jobs and were not consolidated or merged to create a less diverse AFSC structure.

There were, however, several jobs identified in the current study that were not specifically identified in any of the previous studies. These jobs included Search and Recovery, Contingency, and SIMS Administrators.

ANALYSIS OF DAFSC GROUPS

An analysis of DAFSC groups, in conjunction with the analysis of the career ladder structure, is an important part of each occupational survey. The DAFSC analysis examines differences in tasks performed between skill levels. This information may then be used to evaluate how well career ladder documents, such as AFMAN 36-2108 *Specialty Descriptions*, reflect what career ladder personnel are actually doing in the field.

The distribution of AFSC 3M0X1 skill-level groups across career ladder jobs is displayed in Table 6. Although personnel across the various skill-levels perform a wide variety of jobs, a clear pattern of job progression is noted. These progression patterns will be discussed in more detail in the following section.

Table 7 offers another perspective by displaying relative time spent on duties across skill level groups. Members across the 3- and 5-skill levels spend the majority of their time performing technical tasks. At the 7-, 9-, and CEM skill levels, personnel begin to perform more supervisory and management duties.

TABLE 5

SPECIALTY JOB COMPARISONS BETWEEN CURRENT AND PREVIOUS SURVEYS

<u>CURRENT SURVEY</u>	<u>1980 FOOD SERVICE</u>	<u>1986 SERVICES</u>	<u>1987 MWRS</u>
Cooks	Cooking Personnel Cluster		
a. Dining Hall Cooks	a. Dining Hall Cooks		
b. In-Flight Kitchen Cooks	b. Food Pack Cooks		
c. Missile Site Cooks	c. In-Flight Kitchen Cooks		
d. Bakers	d. Missile Site Cooks		
	e. Pastry Kitchen Cooks		
Storeroom	Storeroom Personnel		
Accountant	Accountants		
Managers	Supervisory Personnel Cluster		
	a. Field Supervisors		
Supts and Supervisors	b. Dining Operations Supervisors		
	c. First-Line Supervisors		
	Mess Attendant Supervisors		
Contingency		Not Identified	
Search and Recovery		Not Identified	
Mortuary Affairs		Mortuary Affairs Cluster	
Dormitory Managers		Dormitory Managers	
QAE	Field QAE Personnel Staff QAE Personnel		

TABLE 5 (CONTINUED)

SPECIALTY JOB COMPARISONS BETWEEN CURRENT AND PREVIOUS SURVEYS

<u>CURRENT SURVEY</u>	<u>1980 FOOD SERVICE</u>	<u>1986 SERVICES</u>	<u>MWRS</u>
Linen Exchange		Linen Exchange Cluster	
Fitness and Recreation			Fitness and Athletic Specialists Directors and Managers Recreation Center Personnel Fine Arts and Crafts Personnel MWR Operations Superintendents
Lodging		Billeting Operations	
SMS Administrators		Not Identified	
Not Identified		Military Clothing Issue	
Not Identified		Training NCOs and OJT Monitors	

TABLE 6
 DISTRIBUTION OF SKILL-LEVEL MEMBERS
 ACROSS CAREER LADDER JOBS
 (PERCENT MEMBERS)

<u>JOBS</u>	<u>3M031</u> <u>(N=836)</u>	<u>3M051</u> <u>(N=1,754)</u>	<u>3M071</u> <u>(N=589)</u>	<u>3M091</u> <u>(N=74)</u>	<u>3M000</u> <u>(N=26)</u>
COOK	54	29	8	1	0
STOREROOM	9	9	2	0	0
ACCOUNTANT	*	2	*	0	0
MANAGER	*	*	4	15	31
SUPERVISOR & SUPT	*	4	32	61	65
CONTINGENCY	*	3	6	7	0
SEARCH AND RESCUE	0	*	1	0	0
MORTUARY AFFAIRS	0	2	4	3	0
DORM MANAGER	0	2	1	0	0
QAE	0	3	5	0	0
LINEN EXCHANGE	2	2	*	0	0
FITNESS AND RECREATION	16	21	16	10	0
LODGING	10	12	8	0	0
SIMS ADMINISTRATOR	1	5	5	1	0
NOT GROUPED	8	6	8	2	3

* Denotes less than 1 percent

TABLE 7

TIME SPENT ON DUTIES BY MEMBERS OF SKILL-LEVEL GROUPS
 (RELATIVE PERCENT OF JOB TIME)

DUTIES	<u>3M031</u> <u>(N=836)</u>	<u>3M051</u> <u>(N=1,754)</u>	<u>3M071</u> <u>(N=589)</u>	<u>3M091</u> <u>(N=74)</u>	<u>3M000</u> <u>(N=26)</u>
A. ORGANIZING AND PLANNING	3	6	17	31	40
B. DIRECTING AND IMPLEMENTING	1	4	11	18	18
C. INSPECTING AND EVALUATING	*	3	9	16	18
D. TRAINING	*	3	9	8	10
E. PERFORMING QUALITY ASSURANCE EVALUATOR (QAE) ACTIVITIES	*	2	4	2	3
F. PERFORMING ADMINISTRATIVE AND SUPPORT ACTIVITIES	3	5	6	3	1
G. PERFORMING SERVICES INFORMATION MANAGEMENT SYSTEMS (SMS)	1	5	4	2	1
G. ADMINISTRATOR ACTIVITIES					
H. PERFORMING SUPPLY AND STOREROOM ACTIVITIES	11	9	4	2	1
I. PERFORMING GENERAL MWRS ACTIVITIES	10	9	9	8	3
J. RECEIVING AND DISBURSING CASH	10	10	4	1	*
K. COOKING FOODS, PREPARING SERVING LINES, OR SERVING FOODS	40	20	6	1	*
L. PERFORMING FLIGHT, ALERT, OR IRON EAGLE FOOD SERVICE ACTIVITIES	3	2	*	0	0
M. OPERATING COMMUNITY ACTIVITY CENTERS	1	1	1	*	0
N. OPERATING LODGING ACTIVITIES	6	7	3	1	*
O. MANAGING AIR FORCE FITNESS AND ATHLETIC PROGRAMS	2	3	2	*	0
P. PERFORMING INDOOR OR OUTDOOR MAINTENANCE ACTIVITIES	1	1	1	*	0
Q. OPERATING LINEN EXCHANGES	1	1	*	*	0
R. MANAGING MORTUARY AFFAIRS	*	1	3	1	*
S. PERFORMING SEARCH AND RECOVERY OF ACCIDENT VICTIMS	*	*	1	*	*
T. OPERATING AND MAINTAINING SWIMMING POOLS, BEACH AREAS, AND OUTDOOR RECREATION FACILITIES	*	*	0	0	0
U. OPERATING HOBBY SHOP RETAIL STORES	0	*	*	0	0
V. PERFORMING DORMITORY MANAGEMENT ACTIVITIES	*	1	1	*	0
W. PERFORMING CONTINGENCY MWRS ACTIVITIES	3	4	5	2	1

* Denotes less than 1 percent

Skill-Level Descriptions and Comparisons

DAFSC 3M031.

Three-skill level personnel spend 40 percent of their job time cooking foods, preparing serving lines, or serving foods. Fifty-four percent grouped in the Cooks job, 16 percent were in the Fitness and Recreation job, 10 percent were in Lodging, and 9 percent fell into the Storeroom job. Examples of tasks DAFSC 3M031 airmen are likely to perform are listed in Table 8. Not surprising, most are food-related.

DAFSC 3M051.

Five-skill level members perform a wider variety of jobs than those at the 3-skill level. Whereas 54 percent of 3-skill level personnel grouped in the Cooks job, only 29 percent of 5-skill level personnel fell into that job group. Many members at this skill level are now beginning to branch out into many of the other areas of the Services career ladder, such as the SIMS Administrator, Accountant, QAE, Contingency, Dorm Manager, and Mortuary Affairs jobs. Also, the percentage of 5-skill levels working in the Fitness and Recreation job area is higher than at the 3-skill level (see Table 6).

Examples of tasks these airmen are likely to perform are found in Table 9. The wider diversity of jobs performed at this level is clearly reflected by the percent members performing the various tasks. With only 38 percent performing the top task "Count Cash," it is quite evident that 5-skill levels are not performing many tasks in common across the many jobs in which they work.

DAFSC 3M071.

Seven-skill level personnel tend to hold both technical and supervisory jobs, as seen in Table 6. Thirty-two percent are found in the Supervisor and Superintendent job, with smaller percentages found in most of the other 13 job groups. The percentage of 7-skill level members working in the Cooking and Storeroom jobs decreases quite dramatically, while increases in the percentages can be seen in the Manager, Contingency, Mortuary Affairs, and QAE jobs. A fairly high percentage of 7-skill levels (16 percent) is still working in the Fitness and Recreation job.

Examples of tasks 7-skill level airmen are likely to perform are listed in Table 10. These tasks are primarily supervisory and training tasks. Due to the wide diversity of job-specific tasks performed among the nonsupervisory jobs, none of these tasks appear in the list of top tasks. This again reflects the wide diversity of work being performed within the career ladder.

TABLE 8
REPRESENTATIVE TASKS PERFORMED BY
AFSC 3M031 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=836)
K517 WRAP FOOD ITEMS	48
K462 MONITOR FOOD TEMPERATURES	45
K461 MONITOR EQUIPMENT TEMPERATURES, SUCH AS GRILLS, DEEP FAT FRYERS, REFRIGERATORS, OR FREEZERS	44
K436 BOIL EGGS	42
J396 COUNT CASH	41
K477 PREPARE EGGS TO ORDER	40
K446 DEEP FAT FRY MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	39
K434 BAKE MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	38
K458 LABEL OR DATE STAMP SUBSISTENCE	37
K486 PREPARE PANCAKES, FRENCH TOAST, OR WAFFLES	37
K515 TEST COOKED FOODS BY TASTE OR SMELL	37
K430 ADD GRAVIES OR SAUCES TO FOODS	36
K450 DISPOSE OF OUTDATED FOOD ITEMS	36
K455 GRILL MEATS, SEAFOODS, POULTRY, OR VEGETABLES	35
K476 PREPARE EGGS FOR COOKING	33
K463 OVEN FRY MEATS, SEAFOODS, POULTRY, OR VEGETABLES	33
K490 PREPARE RICE, PASTA, OR DRY BEANS	33
K437 BOIL OR SIMMER MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	33
K444 COOK CEREALS, SUCH AS OATMEAL OR GRITS	33
K516 WEIGH OR MEASURE INGREDIENTS	32
K480 PREPARE GRAVIES OR SAUCES	31
K493 PREPARE SANDWICHES	30
K503 ROAST MEATS, SEAFOODS, OR POULTRY	30
K481 PREPARE GRIDDLES FOR USE	29
K467 PLACE PREPARED FOODS ON SERVING LINES	29
K485 PREPARE MEATS, SEAFOODS, OR POULTRY FOR COOKING, OTHER THAN TENDERIZING	28
K511 STEAM SEAFOODS, VEGETABLES, OR FRUITS	27
J427 VERIFY CASH FUNDS	24
I298 CLEAN OR SANITIZE FOOD SERVICE UTENSILS, SUCH AS POTS, PANS, OR PASTRY RACKS	22

TABLE 9
REPRESENTATIVE TASKS PERFORMED BY
AFSC 3M051 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=1,754)
J396 COUNT CASH	38
A20 PARTICIPATE IN GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN CONDUCTING	38
D106 CONDUCT OJT	34
A6 DETERMINE WORK PRIORITIES	33
K462 MONITOR FOOD TEMPERATURES	30
K461 MONITOR EQUIPMENT TEMPERATURES, SUCH AS GRILLS, DEEP FAT FRYERS, REFRIGERATORS, OR FREEZERS	30
K517 WRAP FOOD ITEMS	28
C101 WRITE EPRS	28
I338 HANDLE CUSTOMER COMPLAINTS	27
K515 TEST COOKED FOODS BY TASTE OR SMELL	25
J405 MAINTAIN CHANGE FUNDS	25
J427 VERIFY CASH FUNDS	25
K434 BAKE MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	25
A27 PLAN OR SCHEDULE WORK ASSIGNMENTS OR PRIORITIES	25
B59 ORIENT NEWLY ASSIGNED PERSONNEL	25
K458 LABEL OR DATE STAMP SUBSISTENCE	24
K446 DEEP FAT FRY MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	24
K430 ADD GRAVIES OR SAUCES TO FOODS	24
A12 DEVELOP WORK METHODS OR PROCEDURES	24
K463 OVEN FRY MEATS, SEAFOODS, POULTRY, OR VEGETABLES	23
K436 BOIL EGGS	23
K437 BOIL OR SIMMER MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	23
K431 ADJUST MENUS	23
J424 REPORT CASH SHORTAGES OR OVERAGES	23
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	23
J417 PREPARE CASHIER'S REPORTS	22
K516 WEIGH OR MEASURE INGREDIENTS	22
K486 PREPARE PANCAKES, FRENCH TOAST, OR WAFFLES	22
K459 MAKE MINOR CHANGES IN RECIPES	22
K477 PREPARE EGGS TO ORDER	21
H290 VERIFY ACCURACY OF INVENTORIES	21
J393 COLLECT FEES OR CHARGES FOR SERVICES OR USAGE	18
H260 INVENTORY SUBSISTENCE	18
J419 PREPARE CUSTOMER RECEIPTS	18

TABLE 10
REPRESENTATIVE TASKS PERFORMED BY
DAFSC 3M071 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=589)
A202 PARTICIPATE IN GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN CONDUCTING	74
A6 DETERMINE WORK PRIORITIES	71
C101 WRITE EPRS	66
B45 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED MATTERS	61
C102 WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	59
A27 PLAN OR SCHEDULE WORK ASSIGNMENTS OR PRIORITIES	58
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	57
B59 ORIENT NEWLY ASSIGNED PERSONNEL	55
B67 SUPERVISE MORALE, WELFARE, RECREATION, AND SERVICES JOURNEYMEN (3M051)	54
A5 DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	54
D106 CONDUCT OJT	54
A12 DEVELOP WORK METHODS OR PROCEDURES	50
A17 ESTABLISH PRODUCTION OR PERFORMANCE STANDARDS FOR SUBORDINATES	50
A4 DETERMINE BUDGET OR FINANCIAL REQUIREMENTS	49
A26 PLAN OR PREPARE BRIEFINGS	48
A15 ESTABLISH ORGANIZATIONS POLICIES, SUCH AS OPERATING INSTRUCTIONS (0Is) OR STANDARD OPERATING PROCEDURES (SOPs)	47
B54 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	46
A36 SCHEDULE TEMPORARY DUTY (TDY), LEAVES, OR PASSES	46
A10 DEVELOP SELF-INSPECTION PROGRAMS	45
D117 EVALUATE PROGRESS OF TRAINEES	45
B52 INITIATE ACTIONS REQUIRED DUE TO SUBSTANDARD PERFORMANCE OF PERSONNEL	45
D108 COUNSEL TRAINEES ON TRAINING PROGRESS	44
C90 EVALUATE SUGGESTIONS OR COMPLAINTS	42
D116 EVALUATE PERSONNEL FOR TRAINING NEEDS	42
A22 PLAN EQUIPMENT OR FACILITY MAINTENANCE REQUIREMENTS	42
I338 HANDLE CUSTOMER COMPLAINTS	39
D121 MAINTAIN TRAINING RECORDS, CHARTS, OR GRAPHS	39
B66 SUPERVISE MORALE, WELFARE, RECREATION, AND SERVICES APPRENTICES (3M031)	35
B46 DIRECT ADMINISTRATIVE FUNCTIONS	34
A3 COORDINATE CONTINGENCY EXERCISES WITH APPROPRIATE AGENCIES	31

DAFSC 3M091.

Unlike their counterparts in the lower skill levels, 9-skill level members primarily function as supervisors of the career field. Sixty-one percent of the members were found in the Supervisors and Superintendents job group, compared to only 32 percent of the 7-skill level members. Smaller percentages were found in the Manager, Fitness and Recreation, and Contingency jobs. As seen in Table 7, 73 percent of their job time is spent on supervisory duties (Duties A through D). Commonly performed tasks are listed in Table 11. As would be expected, all are supervisory-related tasks.

DAFSC 3M000.

The final skill level group examined is the DAFSC 3M000 group. The 26 members in our survey sample clearly have the role of manager and supervisor. Sixty-five percent of these senior members grouped in the Supervisor and Superintendent job, and 31 percent were found in the Manager job. None of the CEMs were found in any other job identified in the career ladder structure analysis. In addition, 86 percent of their job time is spent on supervisory duties (see Table 7, Duties A through D). Table 12 lists the tasks commonly performed by CEM personnel. This list shows a distinct supervisory and managerial nature.

Summary

In summary, a clear pattern of progression is seen in the Services specialty. Members at the 3-skill level tend to work primarily in the Cooking function, with members also filling some fitness and recreation or lodging jobs. At the 5-skill level, job possibilities open up sharply, with members moving away from the cooking area and going to work in any one of nine other areas. This broadening of job experience continues into the 7-skill level, with an increase in personnel working in supervisory jobs. It is only at the 9-skill level or the CEM level that the job of a Services incumbent clearly becomes that of a supervisor or manager, with very little, if any, technical work being performed.

AFMAN 36-2108 Specialty Description Analysis

Survey data were compared to the AFMAN 36-2108 *Specialty Description* for Services personnel, effective 31 October 1993. The overall specialty description for the 3-, 5-, 7-, 9-, and CEM-skill levels was generally accurate, depicting both the technical and managerial and supervisory responsibilities previously described in the DAFSC analysis. The description also captures in a broad sense the primary responsibilities of members in the 14 jobs identified by the job structure analysis process.

TABLE 11
REPRESENTATIVE TASKS PERFORMED BY
DAFSC 3M091 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=74)
A20 PARTICIPATE IN GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN CONDUCTING	93
A6 DETERMINE WORK PRIORITIES	86
A26 PLAN OR PREPARE BRIEFINGS	82
A4 DETERMINE BUDGET OR FINANCIAL REQUIREMENTS	80
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	80
C102 WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	78
A5 DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	78
A15 ESTABLISH ORGANIZATIONAL POLICIES, SUCH AS OPERATING INSTRUCTIONS (OIs) OR STANDARD OPERATING PROCEDURES (SOPs)	76
B45 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED MATTERS	74
C101 WRITE EPRs	74
B54 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	73
A12 DEVELOP WORK METHODS OR PROCEDURES	72
A17 ESTABLISH PRODUCTION OR PERFORMANCE STANDARDS FOR SUBORDINATES	70
A27 PLAN OR SCHEDULE WORK ASSIGNMENTS OR PRIORITIES	68
C90 EVALUATE SUGGESTIONS OR COMPLAINTS	65
C76 EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	64
B68 SUPERVISE MORALE, WELFARE, RECREATION, AND SERVICES CRAFTSMEN (3M071)	62
A7 DEVELOP MORALE, WELFARE, RECREATION, AND SERVICES (MWRS) MASTER PLANS	62
A10 DEVELOP SELF-INSPECTION PROGRAMS	62
A3 COORDINATE CONTINGENCY EXERCISES WITH APPROPRIATE AGENCIES	61
C91 INDORSE ENLISTED OR CIVILIAN PERFORMANCE REPORTS	61
A31 PREPARE AGENDA FOR SYMPOSIUMS, CONFERENCES, WORKSHOPS, OR STAFF MEETINGS	59
A36 SCHEDULE TDY, LEAVES, OR PASSES	59
A23 PLAN INCENTIVE PROGRAMS	59
B46 DIRECT ADMINISTRATIVE FUNCTIONS	57
B67 SUPERVISE MORALE, WELFARE, RECREATION, AND SERVICES JOURNEYMAN (3M051)	53
D116 EVALUATE PERSONNEL FOR TRAINING NEEDS	50
B60 PREPARE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS, OTHER THAN TRAINING REPORTS	49
C74 CONDUCT STAFF ASSISTANCE VISITS	41

TABLE 12
REPRESENTATIVE TASKS PERFORMED BY
DAFSC 3M000 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=26)
A20 PARTICIPATE IN GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN CONDUCTING	96
A6 DETERMINE WORK PRIORITIES	81
A26 PLAN OR PREPARE BRIEFINGS	81
A4 DETERMINE BUDGET OR FINANCIAL REQUIREMENTS	73
A12 DEVELOP WORK METHODS OR PROCEDURES	72
B54 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	69
C102 WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	65
A5 DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	65
A15 ESTABLISH ORGANIZATIONAL POLICIES, SUCH AS OPERATING INSTRUCTIONS (OIs) OR STANDARD OPERATING PROCEDURES (SOPs)	65
B45 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED MATTERS	65
C90 EVALUATE SUGGESTIONS OR COMPLAINTS	65
B60 PREPARE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS, OTHER THAN TRAINING REPORTS	65
C101 WRITE EPRs	62
A31 PREPARE AGENDA FOR SYMPOSIUMS, CONFERENCES, WORKSHOPS, OR STAFF MEETINGS	62
A36 SCHEDULE TDY, LEAVES, OR PASSES	62
A37 WRITE OR REVISE JOB OR POSITION DESCRIPTIONS	62
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	58
B46 DIRECT ADMINISTRATIVE FUNCTIONS	58
C76 EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	54
A10 DEVELOP SELF-INSPECTION PROGRAMS	54
C91 INDORSE ENLISTED OR CIVILIAN PERFORMANCE REPORTS	54
C74 CONDUCT STAFF ASSISTANCE VISITS	54
A2 ASSIGN SPONSORS FOR INCOMING PERSONNEL	54
B68 SUPERVISE MORALE, WELFARE, RECREATION, AND SERVICES CRAFTSMEN (3M071)	50
A17 ESTABLISH PRODUCTION OR PERFORMANCE STANDARDS FOR SUBORDINATES	46
A12 DEVELOP WORK METHODS OR PROCEDURES	46
A3 COORDINATE CONTINGENCY EXERCISES WITH APPROPRIATE AGENCIES	42
D114 EVALUATE EFFECTIVENESS OF TRAINING PROGRAMS	42
A21 PARTICIPATE IN MENU PLANNING BOARDS	42
A22 PLAN EQUIPMENT OR FACILITY MAINTENANCE REQUIREMENTS	38
C75 EVALUATE ADMINISTRATIVE FORMS, FILES, OR PROCEDURES	38

TRAINING ANALYSIS

Occupational surveys provide information that can be useful in the development and revision of relevant training programs. Primary factors used in this study to evaluate entry-level training include jobs being performed by personnel during their first 12 months out of tech training (i.e., those with 1-12 months Time in Career Field (TICF)), jobs performed by personnel during their first enlistment (1-48 months TAFMS), and relative task difficulty ratings. As mentioned earlier, training emphasis ratings are not available for this specialty due to the wide diversity of jobs within the career ladder and a general lack of agreement among career ladder personnel as to what tasks to train.

Task Difficulty Data

Task difficulty (TD) data can help training development personnel decide which tasks to train in entry-level training. TD ratings, based on the judgments of senior career ladder NCOs at operational units, provide a rank-ordering of tasks by the relative difficulty of those tasks. When combined with data on the percentages of first-enlistment personnel performing tasks, comparisons can be made to determine if training adjustments are necessary. For example, tasks receiving high TD ratings, accompanied by moderate to high percentages of first-enlistment personnel performing, may warrant resident training. Those tasks receiving high TD ratings, but low percentages performing, may be more appropriately planned for OJT programs. Low TD ratings may highlight tasks best omitted from training for first-enlistment personnel. These decisions must be weighed against percentages of personnel performing the tasks, command concerns, and criticality of the tasks.

As explained in the introduction, no TE data are reported in this survey due to insufficient rater agreement. The Services career field is extremely diverse, with almost no overlap in tasks performed across jobs. Consequently training needs are highly dependent upon specific job needs.

Table 13 lists the tasks with the highest TD ratings. The majority of these tasks deal with performing SIMS administrator activities, mortuary affairs functions, and supervisory duties. Most of these functions are performed by senior level incumbents, with low percentages of first-job, first-enlistment, 5-, and 7-skill level members performing these tasks.

First-Enlistment Personnel Analysis

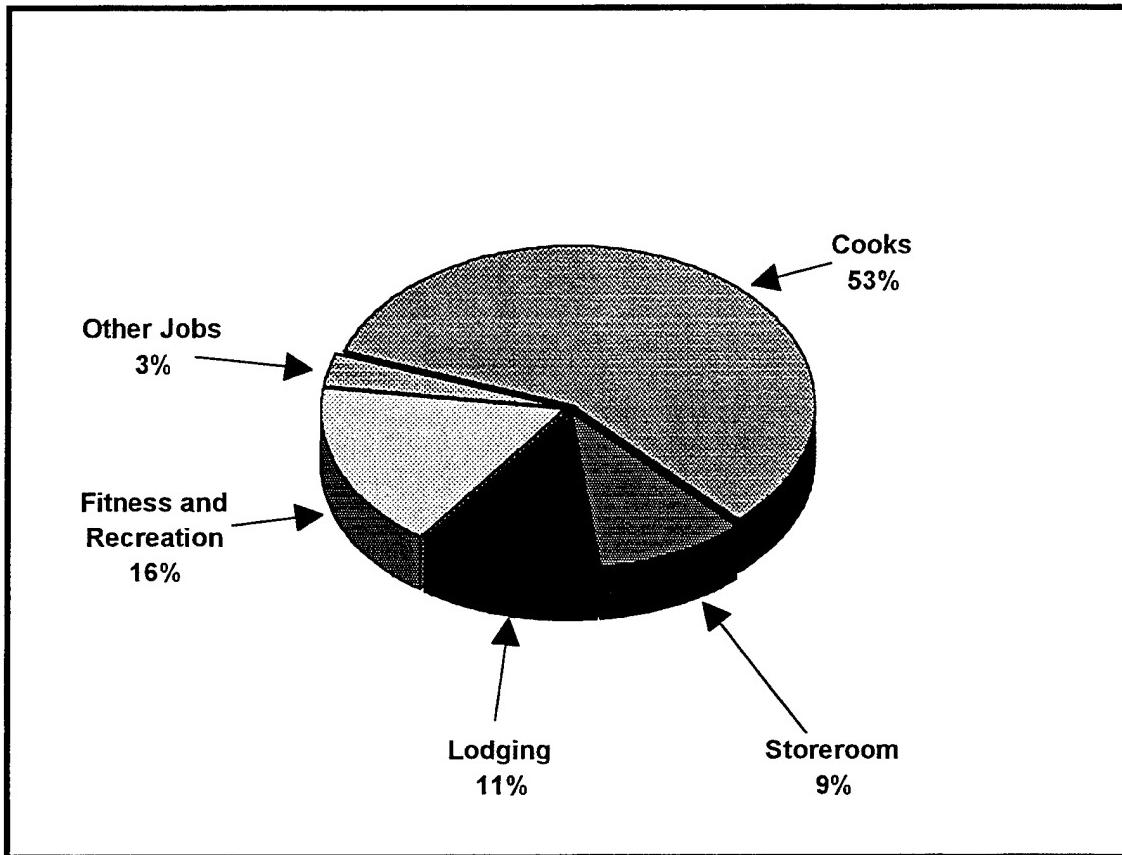
In this study, there are 976 AFSC 3M0X1 members in their first enlistment (1-48 months TAFMS), representing 30 percent of all surveyed AFSC 3M0X1 personnel. The majority of first-enlistment members work in the Cooks job (53 percent), with another 9 percent working in the Storeroom job (see Figure 2). In addition, 16 percent work in the Recreation and Fitness job,

TABLE 13

DAFSC 3M0X1 TASKS WITH HIGHEST TASK DIFFICULTY RATINGS

TASKS	PERCENT MEMBERS PERFORMING				
	TSK DIFF	1ST JOB	1ST ENL	3M051	3M071
G249 WRITE PROGRAMS	8.48	1	1	3	3
E145 WRITE CONTRACTS	7.90	0	1	3	11
A4 DETERMINE BUDGET OR FINANCIAL REQUIREMENTS	7.59	4	5	16	49
E146 WRITE QUALITY ASSURANCE SURVEILLANCE PLANS	7.55	1	1	4	9
G240 TROUBLESHOOT COMMUNICATIONS PROBLEMS	7.51	1	2	7	6
R724 BRIEF NEXT-OF-KIN ON INTERMENT OR MORTUARY SERVICES PROVIDED	7.45	0	0	2	7
G242 TROUBLESHOOT NIGHT AUDITS OR END-OF-DAY PROBLEMS	7.39	1	2	8	6
I372 PREPARE NAF BUDGETS	7.36	0	0	4	11
E139 NEGOTIATE FOOD SERVICE CONTRACTS	7.35	0	1	2	6
A7 DEVELOP MORALE, WELFARE, RECREATION, AND SERVICES (MWRS) MASTER PLANS	7.34	4	4	6	20
R739 COORDINATE UNUSUAL CIRCUMSTANCES, SUCH AS IDENTIFICATION OR NEXT-OF-KIN PROBLEMS, WITH APPROPRIATE AGENCIES	7.33	0	0	1	5
B49 IMPLEMENT FOOD SERVICE CONTRACTS	7.30	2	2	3	12
G244 TROUBLESHOOT SOFTWARE PROBLEMS	7.26	1	2	7	6
G241 TROUBLESHOOT HARDWARE PROBLEMS, OTHER THAN PRINTERS	7.20	1	1	6	6
R752 INSPECT NONVIEWABLE HUMAN REMAINS AFTER PREPARATION	7.17	0	0	1	4
R751 INSPECT HUMAN REMAINS PRIOR TO FINAL DRESSINGS	7.17	0	0	2	5
R773 RESOLVE PROBLEMS ON REIMBURSEMENTS FOR INTERMENTS	7.17	0	0	1	4
R745 DEVELOP MORTUARY AFFAIRS INPUTS TO OPERATIONS PLANS	7.13	0	0	2	7
A32 PREPARE FIVE-YEAR CONSTRUCTION PLANS	7.08	2	2	5	19
C76 EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	7.04	2	2	6	26
B50 IMPLEMENT MOBILIZATION OF PERSONNEL OR EQUIPMENT	7.03	1	1	5	15

and 11 percent work in the Lodging job area. The remaining first-enlistment personnel are scattered across several of the remaining jobs identified in the career ladder structure analysis. These included such jobs as Accountant, Linen Exchange, and SIMS Administrator.



First-Enlistment Personnel Jobs

Figure 2

Not surprising, when looking at the relative percent time spent across duties, Table 14 shows first-enlistment personnel spend approximately 39 percent of their time performing technical duties relating to cooking foods, preparing serving lines, or serving foods. They also spend four percent of their time performing flight, alert, or Iron Eagle food service activities. Table 15 displays representative tasks performed by first-enlistment AFSC 3M0X1 personnel. The diversity of jobs being performed by all first-enlistment personnel can be seen in the low percent members performing the tasks listed. As expected, all tasks shown relate to cooking.

TABLE 14
RELATIVE PERCENT OF TIME SPENT ACROSS DUTIES BY
FIRST-ENLISTMENT AFSC 3M0X1 PERSONNEL

DUTIES	PERCENT TIME SPENT (N=976)
A ORGANIZING AND PLANNING	3
B DIRECTING AND IMPLEMENTING	1
C INSPECTING AND EVALUATING	*
D TRAINING	*
E PERFORMING QUALITY ASSURANCE EVALUATION (QAE) ACTIVITIES	*
F PERFORMING ADMINISTRATIVE AND SUPPORT ACTIVITIES	4
G PERFORMING SERVICES INFORMATION MANAGEMENT SYSTEMS (SIMS) ADMINISTRATOR ACTIVITIES	1
H PERFORMING SUPPLY AND STOREROOM ACTIVITIES	11
I PERFORMING GENERAL MWRS ACTIVITIES	10
J RECEIVING AND DISBURSING CASH	10
K COOKING FOODS, PREPARING SERVING LINES, OR SERVING FOODS	39
L PERFORMING FLIGHT, ALERT, OR IRON EAGLE FOOD SERVICE ACTIVITIES	4
M OPERATING COMMUNITY ACTIVITY CENTERS	*
N OPERATING LODGING ACTIVITIES	6
O MANAGING AIR FORCE FITNESS AND ATHLETIC PROGRAMS	2
P PERFORMING INDOOR OR OUTDOOR MAINTENANCE ACTIVITIES	1
Q OPERATING LINEN EXCHANGES	1
R MANAGING MORTUARY AFFAIRS	*
S PERFORMING SEARCH AND RECOVERY OF ACCIDENT VICTIMS	*
T OPERATING AND MAINTAINING SWIMMING POOLS, BEACH AREAS, AND OUTDOOR RECREATION FACILITIES	*
U OPERATING HOBBY SHOP RETAIL STORES	0
V PERFORMING DORMITORY MANAGEMENT ACTIVITIES	*
W PERFORMING CONTINGENCY MWRS ACTIVITIES	3

* Denotes less than 1 percent

NOTE: Columns may not add to 100 percent due to rounding

TABLE 15
REPRESENTATIVE TASKS PERFORMED BY
FIRST-ENLISTMENT 3M0X1 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=976)
K517 WRAP FOOD ITEMS	47
K462 MONITOR FOOD TEMPERATURES	46
K461 MONITOR EQUIPMENT TEMPERATURES, SUCH AS GRILLS, DEEP FAT FRYERS, REFRIGERATORS, OR FREEZERS	44
K436 BOIL EGGS	41
J396 COUNT CASH	40
K477 PREPARE EGGS TO ORDER	40
K458 LABEL OR DATE STAMP SUBSISTENCE	38
K446 DEEP FAT FRY MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	38
K486 PREPARE PANCAKES, FRENCH TOAST, OR WAFFLES	37
K434 BAKE MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	37
K430 ADD GRAVIES OR SAUCES TO FOODS	36
K450 DISPOSE OF OUTDATED FOOD ITEMS	36
K515 TEST COOKED FOODS BY TASTE OR SMELL	35
K455 GRILL MEATS, SEAFOODS, POULTRY, OR VEGETABLES	35
K463 OVEN FRY MEATS, SEAFOODS, POULTRY, OR VEGETABLES	34
K476 PREPARE EGGS FOR COOKING	33
K490 PREPARE RICE, PASTA, OR DRY BEANS	33
K437 BOIL OR SIMMER MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	32
K444 COOK CEREALS, SUCH AS OATMEAL OR GRITS	32
K516 WEIGH OR MEASURE INGREDIENTS	31
K480 PREPARE GRAVIES OR SAUCES	31
K493 PREPARE SANDWICHES	30
K503 ROAST MEATS, SEAFOODS, OR POULTRY	30
K494 PREPARE SOUPS	30
K441 CARVE COOKED MEATS OR POULTRY	30
K481 PREPARE GRIDDLES FOR USE	29
K467 PLACE PREPARED FOODS ON SERVING LINES	29
K485 PREPARE MEATS, SEAFOODS, OR POULTRY FOR COOKING, OTHER THAN TENDERIZING	28
K438 BRAISE MEATS, SEAFOODS, OR POULTRY	28
K511 STEAM SEAFOODS, VEGETABLES, OR FRUITS	27
K439 BREW COFFEE OR TEA	27
K435 BARBECUE OR CHARBROIL MEATS, SEAFOODS, OR POULTRY	27
K459 MAKE MINOR CHANGES IN RECIPES	26
K454 GARNISH FOODS OR SERVING LINES	26

1-12 Month TICF Analysis

At the request of the tech school, an analysis was also conducted as to what jobs personnel went into after graduation from the basic Services course. This analysis was extremely helpful in evaluating how the school curriculum should be structured. Per considerations made at the time of the original merger of Food Service and Services functions in 1988, training in the 3-skill level resident course was initially limited to cooking functions since most new Services personnel were to begin in the cooking arena and migrate into other jobs over time. However, due to real-world constraints and dictates, it was not possible for everyone coming out of the school house to be assigned to a food service facility. Thus, some graduates of the course wound up in lodging or other jobs. With the additional merger of fitness and recreation functions into the AFSC, the need to add additional training on these functions became a major consideration. The overall problem for career field managers was how to proportion out the training across the various functions where first-job personnel would be working. Thus, data from this occupational survey became extremely useful in identifying job areas where personnel were being assigned after tech school and identifying corresponding tasks being performed. Data concerning these issues were presented at the Services Utilization and Training Workshop held 11-14 October 1994 in San Antonio, Texas. A summary of that workshop is presented later.

Table 16 displays general information relating to the 306 Services personnel with 1-12 months TICF. As can be seen, the majority (64 percent) are in paygrade E-2. Eighty-seven percent hold the 3-skill level. Sixty-four percent indicated they had completed the resident tech training course.

As to the jobs or work areas where these incumbents worked, Table 16 also provides data on the work title of these personnel, as well as their work area. As shown, 26 percent said they held the job title of "First Cook." However, this is misleading, since 32 percent indicated "Other" as their work title. In reviewing the write-in sheets of these personnel, many indicated other variations related to "Cook." Thus, the actual percentage of personnel who had a title relating to "Cook" is much higher.

As for work area, 64 percent of the 1-12 month TICF respondents indicated a work area relating to food service. These included such areas as alert kitchen, dining hall, field kitchen, in-flight kitchen, launch control facility kitchen, missile site feeding operations, pastry kitchen, and site kitchen. The storeroom area is closely related to food service and accounted for 4 percent of the respondents. Another 15 percent indicated their work area as fitness and recreation. This included athletic office, community activity center, fitness center, MWRS equipment rental, outside maintenance crew, and ticket and tour operations. Another 10 percent indicated lodging as their work area.

From the above data, it would seem appropriate that training in the 3-skill level resident course would closely follow these percentages: Food Service (68 percent), which would include storeroom functions; Fitness and Recreation (15 percent); and Lodging (10 percent).

TABLE 16

GENERAL INFORMATION ON
1-12 MONTHS TICF PERSONNEL
(N=306)

PAYGRADE DISTRIBUTION:

E-2 (AMN)	64%
E-3 (A1C)	21%

SKILL LEVEL DISTRIBUTION:

3-LEVEL	87%
5-LEVEL	11%

COMPLETED RESIDENT TECH TRAINING COURSE 64%

WORK TITLE:

1ST COOK	26%
LODGING DESK CLERK	8%
SHIFT LEADER	5%
STOREROOM CLERK	4%
OTHER	32%

WORK AREA:

ADMIN OFFICE	2%
ALERT KITCHEN	2%
DINING HALL	35%
FIELD KITCHEN	3%
IN-FLIGHT KITCHEN	9%
LCF KITCHEN	3%
MISSILE SITE FEEDING OPERATIONS	8%
PASTRY KITCHEN	1%
SITE KITCHEN	3%
STOREROOM	4%
ATHLETIC OFFICE	1%
COMMUNITY ACTIVITY CENTER	5%
FITNESS CENTER	7%
MWRS EQUIPMENT RENTAL	1%
OUTSIDE MAINTENANCE CREW	1%
TICKET AND TOUR OPERATIONS	1%
LODGING	10%
PRIME RIBS OR READINESS TRAINING SECTION	1%
LINEN EXCHANGE	1%

FOOD SERVICE (64%)

STOREROOM (4%)

FITNESS AND RECREATION (15%)

LODGING (10%)

Services Utilization and Training Workshop (U&TW)
11-14 October 1994

As mentioned earlier, data from this occupational survey were used to support a Services U&TW in October 1994. The purpose of the U&TW was to discuss career field training needs for the Services career field. Representatives from every major command reviewed the Specialty Training Standard (STS) for AFSC 3M031 and data from this occupational survey. Survey data, compiled in the form of a special data package, were provided to workshop participants and included information relating to survey sample, job structure, skill level progression, first-job and first-enlistment personnel utilization, and job satisfaction.

Based on the review of the OSR data, the U&TW focus groups concluded the following apprentice training areas required change:

- (1) Food service storeroom training, utilizing SIMS, needed strengthening
- (2) Increased training, at performance levels, was required for front desk and reservation operations in lodging
- (3) Apprentice training in fitness and sports required a major overhaul. In the current course, this area was taught to familiarization levels only and did not match career field utilization rates or needs
- (4) After review of the detailed task lists for Fitness and Recreation, the group concluded that the majority of tasks performed were either fitness or sports related. Tasks associated with recreation were deemed inappropriate for training in the resident course. Furthermore, recreation training in the 5-and 7-skill level career development courses (CDCs) will be deleted over the next 3 to 5 years.

The STS for the 3-skill level resident course was reviewed for adequacy and compliance with the OSR findings. As noted above, changes were made based on the recommendations of the focus groups.

JOB SATISFACTION ANALYSIS

An examination of responses to the job satisfaction questions can be very useful for career ladder managers as they attempt to determine possible factors affecting job performance of career ladder airmen. The survey booklet included questions covering job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment

intentions. The responses of the current survey sample were then analyzed by making several comparisons: (1) among TAFMS groups of the AFSC 3M0X1 career ladder; (2) between current and previous survey TAFMS groups; and (3) across specialty job groups.

Table 17 shows the comparison of TAFMS group data of AFSC 3M0X1 personnel. Overall, job satisfaction for all three TAFMS groups is satisfactory. First-enlistment personnel tend to reflect the lowest satisfaction of the three groups displayed. As personnel gain experience in the Services career ladder, their job interest tends to increase across all indicators.

An indication of changes in job satisfaction perceptions within the career ladder is provided in Table 18, which presents TAFMS group data for current survey respondents and data from respondents to the previous surveys of the Food Service, Services, and Recreation and Fitness career ladders. Overall, job satisfaction over time shows mixed results. For example, most indicators reflect a higher job satisfaction today than was seen in the 1980 Food Service survey, but in many instances shows a drop when compared to the 1986 Services and 1987 Fitness and Recreation surveys.

An examination of job satisfaction data across the various jobs in the current survey can be extremely useful to career ladder managers. Table 19 presents job satisfaction data for the major jobs identified in the career ladder structure for AFSC 3M0X1. The jobs showing the lowest job interest were the Linen Exchange, Cooks, Dorm Manager, and Storeroom jobs. The jobs with the highest job interest were the SIMS Administrator, Contingency, and Mortuary Affairs jobs. Perceived use of training was lowest for the Dorm Manager and Linen Exchange jobs. Sense of accomplishment from the job was lowest for the Cooks and Linen Exchange jobs.

IMPLICATIONS

From the standpoint of data gathered during this OSR, the AFSC 3M0X1 career ladder structure reflects a wide diversity and variety of jobs performed by career ladder members. Almost 40 percent of career ladder members spend their time in the Food Service or Storeroom areas. The other large jobs being performed within the career ladder included Fitness and Recreation and Lodging. Other members either work in a supervisory or management job or in one of several specialized jobs. Despite the diversity of work found in the career ladder, job progression shows a distinct pattern as one moves from the 3-skill level to the 9-skill and CEM levels. The AFMAN 36-2108 *Specialty Description* broadly describes the jobs performed. Job satisfaction is fairly good for career ladder incumbents, with only a few weak areas noted. The October 1994 Services U&TW reviewed the 3-skill level STS against the OSR data and made appropriate changes in the resident school training program.

TABLE 17

COMPARISON OF JOB SATISFACTION INDICATORS FOR TAFMS GROUPS
(PERCENT MEMBERS RESPONDING)

	1-48 MONTHS TAFMS (N=976)	49-96 MONTHS TAFMS (N=861)	97+ MONTHS TAFMS (N=1,442)
<u>EXPRESSED JOB INTEREST</u>			
INTERESTING	44	58	72
SO-SO	29	25	18
DULL	27	17	10
<u>PERCEIVED USE OF TALENTS</u>			
FAIRLY WELL TO PERFECT	55	68	77
NONE TO VERY LITTLE	45	32	23
<u>PERCEIVED USE OF TRAINING</u>			
FAIRLY WELL TO PERFECT	72	73	72
NONE TO VERY LITTLE	28	27	28
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>			
SATISFIED	50	63	71
NEUTRAL	23	15	10
DISSATISFIED	27	22	19
<u>REENLISTMENT INTENTIONS</u>			
YES OR PROBABLY YES	57	71	65
NO OR PROBABLY NO	43	29	13
WILL RETIRE	0	0	22

TABLE 18

COMPARISON OF JOB SATISFACTION INDICATORS FOR CURRENT SURVEY TO PREVIOUS SURVEYS
(PERCENT MEMBERS RESPONDING)

	1-48 MONTHS TAFMS			49-96 MONTHS TAFMS			97+ MONTHS TAFMS					
	1994 3M0X1	1980 622X0	1986 611X0	1987 741X1	1994 3M0X1	1980 622X0	1986 611X0	1987 741X1	1994 3M0X1	1980 622X0	1986 611X0	1987 741X1
<u>EXPRESSED JOB INTEREST</u>												
INTERESTING	44	40	73	60	58	48	72	69	72	66	84	82
SO-SO	29	29	-	24	25	28	-	14	18	21	-	11
DULL	27	31	-	16	17	24	-	15	10	13	-	6
<u>PERCEIVED USE OF TALENTS</u>												
FAIRLY WELL TO PERFECT	55	51	51	64	68	64	55	72	77	78	70	85
NONE TO VERY LITTLE	45	49	49	35	32	36	45	27	23	21	30	14
<u>PERCEIVED USE OF TRAINING</u>												
FAIRLY WELL TO PERFECT	76	67	68	69	73	70	59	69	72	78	65	82
NONE TO VERY LITTLE	28	32	32	29	27	30	41	30	28	21	35	18
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>												
SATISFIED	50	43	68	57	63	50	65	62	71	65	70	76
NEUTRAL	23	16	-	16	15	15	-	12	10	11	-	7
DISSATISFIED	27	10	-	26	22	34	-	26	19	23	-	15
<u>REENLISTMENT INTENTIONS</u>												
YES OR PROBABLY YES	57	43	67	67	71	64	70	76	65	76	72	69
NO OR PROBABLY NO	43	36	33	32	29	35	30	23	13	24	10	30
WILL RETIRE	0	-	0	-	0	-	0	-	22	-	18	-

* Data not reported in previous survey report

NOTE: Columns may not add to 100 percent due to no-responses and rounding

TABLE 19

JOB SATISFACTION INDICATORS FOR AFSC 3M0X1 JOBS
(PERCENT MEMBERS RESPONDING)

	<u>COOKS</u>	<u>STORE ROOM</u>	<u>ACCTS</u>	<u>MGRS</u>	<u>SUPTS</u>	<u>CONTINGENCY</u>
<u>EXPRESSED JOB INTEREST</u>						
INTERESTING	41	53	70	77	79	83
SO-SO	30	29	18	16	15	12
DULL	29	18	8	7	7	5
<u>PERCEIVED USE OF TALENTS</u>						
FAIRLY WELL TO PERFECT	53	71	78	82	85	84
NONE TO VERY LITTLE	47	29	22	18	15	16
<u>PERCEIVED USE OF TRAINING</u>						
FAIRLY WELL TO PERFECT	74	79	76	80	78	86
NONE TO VERY LITTLE	26	21	24	20	22	14
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>						
SATISFIED	50	65	74	77	75	80
NEUTRAL	18	14	14	14	8	5
DISSATISFIED	32	21	12	9	17	15
<u>REENLISTMENT INTENTIONS</u>						
YES OR PROBABLY YES	62	73	66	64	62	72
NO OR PROBABLY NO	34	26	32	13	13	14
WILL RETIRE	4	1	2	23	25	14

TABLE 19 (CONTINUED)

JOB SATISFACTION INDICATORS FOR AFSC 3M0X1 JOBS
 (PERCENT MEMBERS RESPONDING)

	<u>SEARCH & RECOVERY</u>	<u>MORTUARY AFFAIRS</u>	<u>DORM MGRS</u>	<u>QAE</u>	<u>LINEN EXCHANGE</u>	<u>FITNESS AND RECREATION</u>	<u>LODGING</u>	<u>SIMS</u>
<u>EXPRESSED JOB INTEREST</u>								
INTERESTING	63	82	51	78	38	66	69	85
SO-SO	25	14	27	18	38	21	21	10
DULL	12	4	22	4	24	13	10	5
<u>PERCEIVED USE OF TALENTS</u>								
FAIRLY WELL TO PERFECT	75	88	64	87	46	68	74	93
NONE TO VERY LITTLE	25	12	36	13	54	32	26	7
<u>PERCEIVED USE OF TRAINING</u>								
FAIRLY WELL TO PERFECT	81	76	44	82	48	62	79	69
NONE TO VERY LITTLE	19	24	56	18	52	38	21	31
<u>SENSE OF ACCOMPLISHMENT FROM JOB</u>								
SATISFIED	75	86	71	79	56	61	65	85
NEUTRAL	6	8	16	10	25	16	18	8
DISSATISFIED	19	6	13	11	19	23	17	7
<u>REENLISTMENT INTENTIONS</u>								
YES OR PROBABLY YES	56	71	64	67	65	61	65	74
NO OR PROBABLY NO	37	8	14	17	25	27	28	18
WILL RETIRE	7	21	22	16	10	12	7	8

APPENDIX A

**REPRESENTATIVE TASKS PERFORMED BY
MEMBERS OF CAREER LADDER JOBS**

THIS PAGE INTENTIONALLY LEFT BLANK

TABLE A1

REPRESENTATIVE TASKS PERFORMED BY
COOK PERSONNEL CLUSTER
(STG039, N=1,015)

TASKS	PERCENT MEMBERS PERFORMING
K462 MONITOR FOOD TEMPERATURES	85
K517 WRAP FOOD ITEMS	84
K461 MONITOR EQUIPMENT TEMPERATURES, SUCH AS GRILLS, DEEP FAT FRYERS, REFRIGERATORS, OR FREEZERS	79
K436 BOIL EGGS	74
K446 DEEP FAT FRY MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	73
K515 TEST COOKED FOODS BY TASTE OR SMELL	72
K434 BAKE MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	72
K430 ADD GRAVIES OR SAUCES TO FOODS	72
K477 PREPARE EGGS TO ORDER	71
K486 PREPARE PANCAKES, FRENCH TOAST, OR WAFFLES	69
K458 LABEL OR DATE STAMP SUBSISTENCE	68
K450 DISPOSE OF OUTDATED FOOD ITEMS	68
K463 OVEN FRY MEATS, SEAFOODS, POULTRY, OR VEGETABLES	67
K437 BOIL OR SIMMER MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	67
K455 GRILL MEATS, SEAFOODS, POULTRY, OR VEGETABLES	65
K480 PREPARE GRAVIES OR SAUCES	65
K476 PREPARE EGGS FOR COOKING	64
K490 PREPARE RICE, PASTA, OR DRY BEANS	64
K516 WEIGH OR MEASURE INGREDIENTS	63
K503 ROAST MEATS, SEAFOODS, OR POULTRY	62
K444 COOK CEREALS, SUCH AS OATMEAL OR GRITS	62
K481 PREPARE GRIDDLES FOR USE	60
K467 PLACE PREPARED FOODS ON SERVING LINES	60
K494 PREPARE SOUPS	60
K438 BRAISE MEATS, SEAFOODS, OR POULTRY	59
K441 CARVE COOKED MEATS OR POULTRY	59
K485 PREPARE MEATS, SEAFOODS, OR POULTRY FOR COOKING, OTHER THAN TENDERIZING	58
K511 STEAM SEAFOODS, VEGETABLES, OR FRUITS	56
K459 MAKE MINOR CHANGES IN RECIPES	55
K435 BARBECUE OR CHARBROIL MEATS, SEAFOODS, OR POULTRY	55
K431 ADJUST MENUS	55
K454 GARNISH FOODS OR SERVING LINES	54
K493 PREPARE SANDWICHES	53
K504 SAUTÉ MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	53
K513 SUBSTITUTE MENU ITEMS	52
K440 BROIL MEATS, SEAFOODS, OR POULTRY	52
K465 PAN FRY MEATS, SEAFOODS, POULTRY, OR VEGETABLES	48

TABLE A2
REPRESENTATIVE TASKS PERFORMED BY
BAKERS
(STG371, N=29)

TASKS	PERCENT MEMBERS PERFORMING
K433 BAKE BREADS OR PASTRIES, OTHER THAN PREPACKAGED MIXES	97
K487 PREPARE PIES	97
K445 DECORATE CAKES	86
K488 PREPARE PUDDINGS OR CUSTARDS	83
K498 PREPARE YEAST DOUGH FOR BAKING	83
K470 PREPARE BREAD, ROLLS, OR CAKES FROM PREPACKAGED MIXES	76
K489 PREPARE QUICK BREADS	66
K516 WEIGH OR MEASURE INGREDIENTS	55
K464 PAN BATTERS, DOUGH, OR OTHER FOODS FOR SERVING	55
K447 DESIGN CAKE DECORATIONS	55
K431 ADJUST MENUS	45
K517 WRAP FOOD ITEMS	45
K515 TEST COOKED FOODS BY TASTE OR SMELL	41
K458 LABEL OR DATE STAMP SUBSISTENCE	34
K459 MAKE MINOR CHANGES IN RECIPES	34
F181 PREPARE SENIOR COOKS' REQUISITIONS	34
K450 DISPOSE OF OUTDATED FOOD ITEMS	31
K477 PREPARE EGGS TO ORDER	28
K446 DEEP FAT FRY MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	24
K476 PREPARE EGGS FOR COOKING	24
K486 PREPARE PANCAKES, FRENCH TOAST, OR WAFFLES	24
K444 COOK CEREALS, SUCH AS OATMEAL OR GRITS	21
K462 MONITOR FOOD TEMPERATURES	21
K436 BOIL EGGS	21
K430 ADD GRAVIES OR SAUCES TO FOODS	21
F164 MODIFY OR UPDATE FOOD SERVICE PRODUCTION LOGS	14
I298 CLEAN OR SANITIZE FOOD SERVICE UTENSILS, SUCH AS POTS, PANS, OR PASTRY RACKS	14
K473 PREPARE DAIRY PRODUCTS, SUCH AS POWDERED MILK OR CHEESES, FOR COOKING OR SERVING	14
K479 PREPARE GELATIN DESSERTS OR SALADS	14
K481 PREPARE GRIDDLIES FOR USE	14
I331 DISPOSE OF FOOD WASTE	10
K490 PREPARE RICE, PASTA, OR DRY BEANS	10

TABLE A3
REPRESENTATIVE TASKS PERFORMED BY
DINING HALL COOKS
(STG272, N=718)

TASKS	PERCENT MEMBERS PERFORMING
K430 ADD GRAVIES OR SAUCES TO FOODS	94
K462 MONITOR FOOD TEMPERATURES	93
K517 WRAP FOOD ITEMS	90
K446 DEEP FAT FRY MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	89
K434 BAKE MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	89
K437 BOIL OR SIMMER MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	89
K515 TEST COOKED FOODS BY TASTE OR SMELL	89
K480 PREPARE GRAVIES OR SAUCES	88
K463 OVEN FRY MEATS, SEAFOODS, POULTRY, OR VEGETABLES	86
K461 MONITOR EQUIPMENT TEMPERATURES, SUCH AS GRILLS, DEEP FAT FRYERS, REFRIGERATORS, OR FREEZERS	85
K436 BOIL EGGS	83
K503 ROAST MEATS, SEAFOODS, OR POULTRY	83
K490 PREPARE RICE, PASTA, OR DRY BEANS	81
K455 GRILL MEATS, SEAFOODS, POULTRY, OR VEGETABLES	81
K477 PREPARE EGGS TO ORDER	80
K438 BRAISE MEATS, SEAFOODS, OR POULTRY	80
K486 PREPARE PANCAKES, FRENCH TOAST, OR WAFFLES	79
K516 WEIGH OR MEASURE INGREDIENTS	79
K467 PLACE PREPARED FOODS ON SERVING LINES	79
K441 CARVE COOKED MEATS OR POULTRY	77
K511 STEAM SEAFOODS, VEGETABLES, OR FRUITS	77
K485 PREPARE MEATS, SEAFOODS, OR POULTRY FOR COOKING, OTHER THAN TENDERIZING	76
K494 PREPARE SOUPS	75
K444 COOK CEREALS, SUCH AS OATMEAL OR GRITS	74
K450 DISPOSE OF OUTDATED FOOD ITEMS	73
K458 LABEL OR DATE STAMP SUBSISTENCE	72
K504 SAUTÉ MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	72
K435 BARBECUE OR CHARBROIL MEATS, SEAFOODS, OR POULTRY	71
K459 MAKE MINOR CHANGES IN RECIPES	71
K514 TENDERIZE MEATS	70
K476 PREPARE EGGS FOR COOKING	70

TABLE A4
 REPRESENTATIVE TASKS PERFORMED BY
 MISSILE SITE COOKS
 (STG297, N=122)

TASKS	PERCENT MEMBERS PERFORMING
K477 PREPARE EGGS TO ORDER	93
K436 BOIL EGGS	89
K476 PREPARE EGGS FOR COOKING	84
K461 MONITOR EQUIPMENT TEMPERATURES, SUCH AS GRILLS, DEEP FAT FRYERS, REFRIGERATORS, OR FREEZERS	83
K460 MICROWAVE MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	82
K486 PREPARE PANCAKES, FRENCH TOAST, OR WAFFLES	81
K493 PREPARE SANDWICHES	80
K517 WRAP FOOD ITEMS	80
J396 COUNT CASH	80
K439 BREW COFFEE OR TEA	79
K501 REFILL NAPKIN HOLDERS, SALT SHAKERS, OR SUGAR DISPENSERS	77
K462 MONITOR FOOD TEMPERATURES	76
I298 CLEAN OR SANITIZE FOOD SERVICE UTENSILS, SUCH AS POTS, PANS, OR PASTRY RACKS	75
K458 LABEL OR DATE STAMP SUBSISTENCE	61
K481 PREPARE GRIDDLES FOR USE	61
I331 DISPOSE OF FOOD WASTE	61
K450 DISPOSE OF OUTDATED FOOD ITEMS	61
K444 COOK CEREALS, SUCH AS OATMEAL OR GRITS	60
K508 SET UP CONDIMENTS, SUCH AS BUTTERS, JELLIES, OR SYRUPS, FOR SELF-SERVICE	58
I329 DEFROST REFRIGERATORS OR FREEZERS	56
I297 CLEAN OR SANITIZE FOOD SERVICE APPLIANCES, SUCH AS MEAT SLICERS, TOASTERS, OR COFFEE URNS	55
I383 ROTATE FOOD STOCK	54
K494 PREPARE SOUPS	49
K455 GRILL MEATS, SEAFOODS, POULTRY, OR VEGETABLES	47
J427 VERIFY CASH FUNDS	43
I385 SHARPEN KNIVES OR BLADES	43
K478 PREPARE FRUIT DESSERTS OR SALADS	41
H271 MONITOR EXPIRATION DATES OF DAIRY PRODUCTS	39
H272 MONITOR TEMPERATURES OF STORAGE AREAS	39
K446 DEEP FAT FRY MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	39
H282 PREPARE TALLY IN-OUTS	39

TABLE A5
REPRESENTATIVE TASKS PERFORMED BY
IN-FLIGHT KITCHEN COOKS
(STG137, N=99)

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
L521 ASSEMBLE FLIGHT MEALS	98
L520 ASSEMBLE BOX LUNCHES	93
L522 ASSEMBLE GROUND MEALS	92
L525 DISTRIBUTE INDIVIDUAL MEALS, SUCH AS BOX LUNCHES, GROUND MEALS, OR FLIGHT MEALS	83
L530 PACKAGE SANDWICH MEALS	82
J396 COUNT CASH	75
K517 WRAP FOOD ITEMS	67
K493 PREPARE SANDWICHES	63
K461 MONITOR EQUIPMENT TEMPERATURES, SUCH AS GRILLS, DEEP FAT FRYERS, REFRIGERATORS, OR FREEZERS	62
K458 LABEL OR DATE STAMP SUBSISTENCE	56
K439 BREW COFFEE OR TEA	56
I298 CLEAN OR SANITIZE FOOD SERVICE UTENSILS, SUCH AS POTS, PANS, OR PASTRY RACKS	55
K462 MONITOR FOOD TEMPERATURES	54
L528 MAINTAIN BEVERAGE WARMERS, WATER JUGS, OR COFFEE JUGS	51
F179 PREPARE REQUESTS FOR FLIGHT MEALS	51
I297 CLEAN OR SANITIZE FOOD SERVICE APPLIANCES, SUCH AS MEAT SLICERS, TOASTERS, OR COFFEE URNS	48
K450 DISPOSE OF OUTDATED FOOD ITEMS	46
K434 BAKE MEATS, SEAFOODS, POULTRY, VEGETABLES, OR FRUITS	44
I383 ROTATE FOOD STOCK	40
H282 PREPARE TALLY IN-OUTS	36
H278 PREPARE FOODS FOR THAWING	36
J405 MAINTAIN CHANGE FUNDS	35
L527 INSPECT PRECOOKED FROZEN MEALS	35
I331 DISPOSE OF FOOD WASTE	35
K515 TEST COOKED FOODS BY TASTE OR SMELL	34
H272 MONITOR TEMPERATURES OF STORAGE AREAS	34
H262 ISSUE SUBSISTENCE	34
J427 VERIFY CASH FUNDS	33
J408 MAKE REFUNDS	33
H271 MONITOR EXPIRATION DATES OF DAIRY PRODUCTS	31
F168 PREPARE CASH COLLECTION VOUCHERS	31

TABLE A6
REPRESENTATIVE TASKS PERFORMED BY
STOREROOM PERSONNEL
(STG324, N=234)

TASKS	PERCENT MEMBERS PERFORMING
H262 ISSUE SUBSISTENCE	93
H260 INVENTORY SUBSISTENCE	93
H259 INSPECT INCOMING STOCK OR PROPERTY FOR QUANTITY OR CONDITION	89
H277 POST INVENTORIES TO RECORDS	88
H275 PLACE SUBSISTENCE IN STORAGE	88
H271 MONITOR EXPIRATION DATES OF DAIRY PRODUCTS	88
H278 PREPARE FOODS FOR THAWING	85
H272 MONITOR TEMPERATURES OF STORAGE AREAS	85
H290 VERIFY ACCURACY OF INVENTORIES	82
H276 POSITION OR LOCK UP STOCK OR PROPERTY	81
H265 LOAD OR UNLOAD SUPPLIES, EQUIPMENT, OR SUBSISTENCE	81
H281 PREPARE SUBSISTENCE REQUESTS	81
H274 PICK UP OR DELIVER SUPPLIES, EQUIPMENT, OR SUBSISTENCE	77
H282 PREPARE TALLY IN-OUTS	77
H291 VERIFY COSTS OF SUBSISTENCE ITEMS	76
H255 DETERMINE QUANTITIES OF SUBSISTENCE TO BE ISSUED	75
H257 ESTABLISH STORAGE ROTATION CYCLES	75
H292 VERIFY RECEIVING FORMS	70
H285 RETURN EXCESS SUBSISTENCE TO STORAGE	67
H273 PACK OR UNPACK SPECIAL STORAGE ITEMS, SUCH AS REFRIGERATION ITEMS	67
H258 ESTIMATE OR VALIDATE INVENTORY REQUIREMENTS	66
H279 PREPARE OR REVIEW RECEIVING REPORTS	65
H256 ESTABLISH INVENTORY SCHEDULES	62
H251 COMPUTE EXCESS COSTS	61
F175 PREPARE INVENTORY COUNT WORKSHEETS	60
H250 ANNOTATE FOOD SPOILAGES ON INVENTORIES	58
H280 PREPARE REPORTS ON MONETARY VALUES OF INVENTORIES	57
H261 INVENTORY SUPPLIES OR EQUIPMENT	54
H253 COMPUTE STOCK CONTROL LEVELS	50
H283 REQUISITION FURNISHINGS, EQUIPMENT, OR SUBSISTENCE	41
F181 PREPARE SENIOR COOKS' REQUISITIONS	35
H263 ISSUE SUPPLIES OR EQUIPMENT	35

TABLE A7

REPRESENTATIVE TASKS PERFORMED BY
ACCOUNTANT PERSONNEL
(STG048, N=50)

TASKS	PERCENT MEMBERS PERFORMING
F168 PREPARE CASH COLLECTION VOUCHERS	84
F188 RECONCILE CASH COLLECTIONS WITH HEADCOUNT TALLIES USING AF FORMS 79 (CASH COLLECTION RECORD)	76
F167 PREPARE CASH COLLECTION RECORDS	72
F166 PREPARE BASIC DAILY FOOD ALLOWANCE COMPUTATION FORMS	72
F176 PREPARE MONTHLY MONETARY RECORDS	66
F178 PREPARE REGISTERS OF CASH COLLECTION SHEETS	64
J396 COUNT CASH	62
F189 RECONCILE CASH COLLECTIONS WITH HEADCOUNT TALLIES USING CASH REGISTER REPORTS	58
F163 MAINTAIN RECORDS ON MEAL CARD CONTROL ACTIVITIES	56
F154 MAINTAIN CONTROLLED ITEM FORMS, SUCH AS AUDIT TAPES OR REGISTRATION RECEIPTS	56
J421 RECONCILE CASH COLLECTION WITH SUPPORTING DOCUMENTS, SUCH AS CASH COLLECTION VOUCHERS OR REGISTER TAPES	56
J418 PREPARE CONSOLIDATED FINANCIAL REPORTS, SUCH AS ACCOUNTS RECEIVABLE OR MONTHLY MONETARY RECORDS	54
F177 PREPARE MONTHLY SUMMARIES OF FLIGHT FEEDINGS	52
J424 REPORT CASH SHORTAGES OR OVERAGES	50
F173 PREPARE FOOD SERVICE OPERATIONS REPORTS	48
F169 PREPARE DAILY DINING HALL SUMMARY FORMS	48
F174 PREPARE INVENTORY ADJUSTMENT VOUCHERS	40
J428 VERIFY DAILY SUMMARIES OF CASH RECEIPTS	40
J422 RECORD INFORMATION FROM DAILY CASH REGISTER TAPES	38
J413 PREPARE CASH RECEIPTS VOUCHERS	38
F165 PREPARE ACCOUNTS RECEIVABLE OR ACCOUNTS PAYABLE REPORTS	36
F149 COMPUTE GROUND SUPPORT MEAL SELLING PRICES	34
J400 INTERPRET CASH REGISTER REPORTS	34
F148 COMPUTE FLIGHT MEAL MONETARY SUPPORT ALLOWANCES	32
J427 VERIFY CASH FUNDS	32
F155 MAINTAIN FOOD ALLOWANCE ISSUES OR RATION FILES	30
J397 DEPOSIT CASH RECEIPTS OR REIMBURSABLE FUNDS	26
E131 EVALUATE CONTRACTOR PERSONNEL FOR COMPLIANCE WITH PERFORMANCE OR WORK STANDARDS	16

TABLE A8
REPRESENTATIVE TASKS PERFORMED BY
MANAGERS
(STG051, N=56)

TASKS	PERCENT MEMBERS PERFORMING
A6 DETERMINE WORK PRIORITIES	75
A20 PARTICIPATE IN GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN CONDUCTING	71
A4 DETERMINE BUDGET OR FINANCIAL REQUIREMENTS	61
A5 DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	55
A26 PLAN OR PREPARE BRIEFINGS	54
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	48
A3 COORDINATE CONTINGENCY EXERCISES WITH APPROPRIATE AGENCIES	43
A31 PREPARE AGENDA FOR SYMPOSIUMS, CONFERENCES, WORKSHOPS, OR STAFF MEETINGS	43
C74 CONDUCT STAFF ASSISTANCE VISITS	38
A12 DEVELOP WORK METHODS OR PROCEDURES	34
B60 PREPARE STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS, OTHER THAN TRAINING REPORTS	34
A10 DEVELOP SELF-INSPECTION PROGRAMS	34
A15 ESTABLISH ORGANIZATIONAL POLICIES, SUCH AS OPERATING INSTRUCTIONS (OIs) OR STANDARD OPERATING PROCEDURES (SOPs)	32
A27 PLAN OR SCHEDULE WORK ASSIGNMENTS OR PRIORITIES	29
A7 DEVELOP MORALE, WELFARE, RECREATION, AND SERVICES (MWRS) MASTER PLANS	29
A36 SCHEDULE TEMPORARY DUTY (TDY), LEAVES, OR PASSES	23
C80 EVALUATE CONTINGENCY PLANS FOR EMERGENCIES OR DISASTERS	23
A2 ASSIGN SPONSORS FOR INCOMING PERSONNEL	21
B58 MAINTAIN OR UPDATE CONTINGENCY PLANS	21
C76 EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	21
A22 PLAN EQUIPMENT OR FACILITY MAINTENANCE REQUIREMENTS	20
B50 IMPLEMENT MOBILIZATION OF PERSONNEL OR EQUIPMENT	20
B45 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED MATTERS	20
B54 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	18
B57 MAINTAIN LIAISON WITH MWRS-ORIENTED ORGANIZATIONS	16
B65 SUPERVISE MILITARY PERSONNEL WITH AFSCs OTHER THAN 3M0X1	12

TABLE A9

REPRESENTATIVE TASKS PERFORMED BY
SUPERVISORS AND SUPERINTENDENTS
(STG088, N=335)

TASKS	PERCENT MEMBERS PERFORMING
A20 PARTICIPATE IN GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN CONDUCTING	88
A6 DETERMINE WORK PRIORITIES	81
C101 WRITE EPRs	79
C102 WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	78
B45 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED MATTERS	77
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	76
A27 PLAN OR SCHEDULE WORK ASSIGNMENTS OR PRIORITIES	74
B59 ORIENT NEWLY ASSIGNED PERSONNEL	71
A17 ESTABLISH PRODUCTION OR PERFORMANCE STANDARDS FOR SUBORDINATES	70
A12 DEVELOP WORK METHODS OR PROCEDURES	67
B54 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	67
A26 PLAN OR PREPARE BRIEFINGS	66
B67 SUPERVISE MORALE, WELFARE, RECREATION, AND SERVICES JOURNEYMEN (3M051)	65
A36 SCHEDULE TDY, LEAVES, OR PASSES	65
B52 INITIATE ACTIONS REQUIRED DUE TO SUBSTANDARD PERFORMANCE OF PERSONNEL	65
A5 DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	65
C90 EVALUATE SUGGESTIONS OR COMPLAINTS	64
D106 CONDUCT OJT	63
D117 EVALUATE PROGRESS OF TRAINEES	61
A15 ESTABLISH ORGANIZATIONAL POLICIES, SUCH AS OPERATING INSTRUCTIONS (OIs) OR STANDARD OPERATING PROCEDURES (SOPs)	61
A10 DEVELOP SELF-INSPECTION PROGRAMS	61
A4 DETERMINE BUDGET OR FINANCIAL REQUIREMENTS	61
D116 EVALUATE PERSONNEL FOR TRAINING NEEDS	60
D108 COUNSEL TRAINEES ON TRAINING PROGRESS	58
A22 PLAN EQUIPMENT OR FACILITY MAINTENANCE REQUIREMENTS	58
C93 INSPECT EMPLOYEES	53
D121 MAINTAIN TRAINING RECORDS, CHARTS, OR GRAPHS	52
C91 INDORSE ENLISTED OR CIVILIAN PERFORMANCE REPORTS	51
D104 ASSIGN ON-THE-JOB TRAINING (OJT) TRAINERS	51
B46 DIRECT ADMINISTRATIVE FUNCTIONS	50
D114 EVALUATE EFFECTIVENESS OF TRAINING PROGRAMS	47
D118 EVALUATE TRAINING METHODS OR TECHNIQUES	45
B66 SUPERVISE MORALE, WELFARE, RECREATION, AND SERVICES APPRENTICES (3M031)	44

TABLE A10
REPRESENTATIVE TASKS PERFORMED BY
CONTINGENCY PERSONNEL
(STG214, N=103)

TASKS	PERCENT MEMBERS PERFORMING
W912 SET UP OR DISMANTLE M-2 BURNERS	96
W899 PERFORM USER MAINTENANCE ON M-2 BURNERS	94
W910 SET UP OR BREAK DOWN MOBILE KITCHEN TRAILERS (MKTs)	93
W876 ASSEMBLE OR DISASSEMBLE GENERAL PURPOSE MEDIUM TENTS	92
W913 SET UP OR DISMANTLE M-59 FIELD RANGES	91
W900 PERFORM USER MAINTENANCE ON M-59 FIELD RANGES	89
W895 PERFORM MILITARY FIELD SANITATION AND HYGIENE TECHNIQUES	89
W901 PREPARE FIELD KITCHEN BURNER UNITS FOR USE	88
W896 PERFORM OPERATOR MAINTENANCE ON FIELD KITCHEN EQUIPMENT	87
W914 SET UP OR DISMANTLE MESS KIT CLEANING AND SANITIZING FACILITIES	82
W890 MAINTAIN HOMESTATION FIELD EQUIPMENT, SUCH AS HEATERS, RANGES, TENTS, OR DEPLOYMENT KITS	78
W911 SET UP OR DISMANTLE FIELD KITCHEN COOKING OR SERVING EQUIPMENT, OTHER THAN M-2 BURNERS OR M-59 FIELD RANGES	78
W885 DON OR DOFF CHEMICAL WARFARE PERSONNEL PROTECTIVE CLOTHING OR EQUIPMENT	78
W880 CLEAN FIELD KITCHEN COOKING EQUIPMENT OR UTENSILS	78
W892 MAINTAIN SUPPLY OF FIELD EQUIPMENT SPARE PARTS	75
A20 PARTICIPATE IN GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN CONDUCTING	73
W908 PROTECT FOOD OR SUPPLIES FROM CONTAMINATION UNDER FIELD CONDITIONS	73
W905 PREPARE OR PRESENT B RATIONS	72
W878 BRIEF MOBILITY TEAMS	71
W891 MAINTAIN PERSONAL A, B, AND C BAGS	69
W894 PALLETIZE ITEMS	68
A3 COORDINATE CONTINGENCY EXERCISES WITH APPROPRIATE AGENCIES	68
W877 ASSEMBLE OR DISASSEMBLE TEMPER TENTS	68
W897 PERFORM ROUTINE MAINTENANCE ON GENERAL PURPOSE MEDIUM TENTS	65
W903 PREPARE FIELD MORTUARY DOCUMENTATION	62
W909 REVIEW IMMUNIZATION RECORDS	61
W917 TEAR DOWN, INSPECT, CLEAN, AND REASSEMBLE M-16 RIFLES	60
A6 DETERMINE WORK PRIORITIES	59
B50 IMPLEMENT MOBILIZATION OF PERSONNEL OR EQUIPMENT	50
A36 SCHEDULE TDY, LEAVES, OR PASSES	50
B58 MAINTAIN OR UPDATE CONTINGENCY PLANS	44

TABLE A11

REPRESENTATIVE TASKS PERFORMED BY
SEARCH AND RECOVERY PERSONNEL
(STG153, N=16)

TASKS	PERCENT MEMBERS PERFORMING
S795 STAKE, BAG, AND TAG HUMAN REMAINS	100
S779 COLLECT AND TAG PERSONAL EFFECTS OF ACCIDENT VICTIMS	94
S778 BRIEF SEARCH AND RECOVERY TEAMS	94
S796 TRAIN SEARCH AND RECOVERY TEAMS	88
S783 MAINTAIN SEARCH AND RECOVERY KITS	81
S784 MAINTAIN SEARCH AND RECOVERY TEAM MEMBER FOLDERS	75
S782 MAINTAIN OR UPDATE GRID MAPS	75
A20 PARTICIPATE IN GENERAL MEETINGS, SUCH AS STAFF MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN CONDUCTING	69
S781 INITIATE IDENTIFICATION PROCESSING BY FINGERPRINTING HUMAN REMAINS	69
S786 PLOT ACCIDENT OR DISASTER ENTRY CONTROL POINTS	69
S787 PREPARE GRID MAPS OF ACCIDENT AREAS	69
S785 PLACE HUMAN REMAINS IN BODY POUCHES	69
A3 COORDINATE CONTINGENCY EXERCISES WITH APPROPRIATE AGENCIES	56
S790 PREPARE REQUESTS FOR PHOTOGRAPHS OF DISASTER OR ACCIDENT AREAS	56
W878 BRIEF MOBILITY TEAMS	50
S792 PREPARE SEARCH, RECOVERY, OR IDENTIFICATION PROGRESS REPORTS	50
S788 PREPARE HUMAN REMAINS LOCATION SKETCHES	50
S791 PREPARE REQUESTS FOR RECORDS NEEDED IN MORTUARY IDENTIFICATION PROCESSING	50
W890 MAINTAIN HOMESTATION FIELD EQUIPMENT, SUCH AS HEATERS, RANGES, TENTS, OR DEPLOYMENT KITS	44
W910 SET UP OR BREAK DOWN MOBILE KITCHEN TRAILERS (MKTs)	44
A5 DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	44
W886 FINGERPRINT OR FOOTPRINT HUMAN REMAINS	44
S780 COORDINATE OBTAINING IDENTIFICATION SPECIALISTS WITH MORTUARY AFFAIRS	44
W891 MAINTAIN PERSONAL B, B, AND C BAGS	38
C95 INSPECT WAR READINESS MATERIAL (WRM) PROPERTY	38
S794 SET UP APPARATUS FOR PROCESSING HUMAN REMAINS AT OR NEAR ACCIDENT SITES	38
B58 MAINTAIN OR UPDATE CONTINGENCY PLANS	31
W903 PREPARE FIELD MORTUARY DOCUMENTATION	31

TABLE A12

REPRESENTATIVE TASKS PERFORMED BY
MORTUARY AFFAIRS PERSONNEL
(STG136, N=51)

TASKS	PERCENT MEMBERS PERFORMING
R772 PREPARE STATUS OF HUMAN REMAINS MESSAGES OR REPORTS	96
R756 MAINTAIN MORTUARY AFFAIRS EQUIPMENT OR SUPPLIES	96
R741 CREATE CASE FILES FOR ACTIVE DUTY, DEPENDENT, OR RETIRED PERSONNEL	94
R748 FURNISH BURIAL CLOTHING, INSIGNIA, OR EQUIPMENT FOR DECEASED MILITARY PERSONNEL	90
R726 COMPLETE CURRENT DEATHS CHECKLISTS	88
R724 BRIEF NEXT-OF-KIN ON INTERMENT OR MORTUARY SERVICES PROVIDED	88
R71 PREPARE REQUESTS FOR TRAVEL ORDERS FOR SPECIAL DETAILS, SUCH AS ESCORTING HUMAN REMAINS OR BRIEFING NEXT-OF-KIN	88
R735 COORDINATE RELEASES OR TRANSFERS OF HUMAN REMAINS TO FUNERAL HOMES	86
R747 EVALUATE ELIGIBILITY OF INDIVIDUALS FOR MORTUARY BENEFITS	84
R764 PREPARE INFORMATION FURNISHED TO NEXT-OF-KIN	84
R727 COORDINATE ARRANGEMENTS FOR RELATIVES OR FRIENDS TO TRAVEL AS SPECIAL ESCORTS OF HUMAN REMAINS WITH APPROPRIATE AGENCIES	84
R725 BRIEF SUMMARY COURT OFFICERS OR ESCORTS ON RESPONSIBILITIES	84
R751 INSPECT HUMAN REMAINS PRIOR TO FINAL DRESSINGS	82
R766 PREPARE REQUESTS FOR APPOINTMENTS OF ESCORTS OR SUMMARY COURTS OFFICER	82
R740 COUNSEL OR ASSIST SPONSORS IN COMPLETING REIMBURSABLE EXPENSES FORMS	82
R723 BRIEF MEMBERS OF HONOR GUARD DETAILS	80
R749 INSPECT CASKETS, SEALED PLASTIC SHEETS, OR SHIPPING CASES	78
R754 INSPECT VIEWABLE HUMAN REMAINS AFTER PREPARATION	76
R743 CREATE CONTINUITY FILES FOR ACTIVE DUTY, DEPENDENT, OR RETIRED PERSONNEL	76
R777 TRACE OR MONITOR ONWARD MOVEMENT OF HUMAN REMAINS TO FINAL DESTINATION MORTUARIES	75
S783 MAINTAIN SEARCH AND RECOVERY KITS	75
S796 TRAIN SEARCH AND RECOVERY TEAMS	73
R722 BRIEF FUNERAL DIRECTORS ON AIR FORCE MORTUARY PROCEDURES AND REQUIREMENTS	73
R729 COORDINATE CREMATIONS WITH FUNERAL DIRECTORS	71
R753 INSPECT PLACEMENTS OF REMAINS IN TRANSFER CASES	67
R762 PLAN MILITARY FUNERALS OR HONORS DETAILS	65
R750 INSPECT CONTRACT FUNERAL HOMES	65
R746 DIRECT MILITARY HONORS CEREMONIES	63
R755 MAINTAIN HONOR GUARD UNIFORMS OR EQUIPMENT	59

TABLE A13

REPRESENTATIVE TASKS PERFORMED BY
DORMITORY MANAGERS
(STG091, N=45)

TASKS	PERCENT MEMBERS PERFORMING
V873 REPORT TO BCE CUSTOMER SERVICE UNITS WORK REQUIREMENTS RELATED TO BUILDINGS AND INSTALLED EQUIPMENT	91
V860 BRIEF FIRST SERGEANTS AND SQUADRON COMMANDERS ON PROBLEM AREAS	91
V864 ESTABLISH OR MAINTAIN LOCATOR BOARDS FOR DORMITORY OCCUPANTS	87
V872 REPORT OCCUPANCY STATUS TO BILLETING OPERATIONS OR SERVICES OFFICES	87
V865 ESTABLISH ROOM CUSTODIAN FOLDERS	87
V857 ASSIGN DETAIL PERSONNEL TO MAINTAIN DORMITORY GROUNDS AND PARKING AREAS	84
V858 BRIEF DETAIL PERSONNEL ON AREAS OF WORK RESPONSIBILITY	84
V863 ESTABLISH HOUSEKEEPING STANDARDS FOR DORMITORY OCCUPANTS	80
V868 ISSUE CONFIRMATIONS OF CLEARANCE TO MEMBERS UPON TERMINATION	80
V862 DIRECT STORAGE OF PERSONAL PROPERTY FOR MEMBERS NOT AUTHORIZED SINGLE BAQ	76
V870 PERFORM MINOR MAINTENANCE AND REPAIR TASKS THROUGH THE BASE U-FIX-IT STORE	73
V861 DIRECT AND DOCUMENT SELF-HELP WORK DONE BY DORMITORY OCCUPANTS	73
V859 BRIEF DORMITORY CHIEFS ON AREAS OF RESPONSIBILITY	67
V874 SET UP HOSPITALITY ROOMS FOR MEMBERS ARRIVING DURING IRREGULAR DUTY HOURS	62
A5 DETERMINE REQUIREMENTS FOR SPACE, PERSONNEL, EQUIPMENT, OR SUPPLIES	60
V869 MAINTAIN AUTOMATED UNACCOMPANIED PERSONNEL HOUSING (UPH) ASSIGNMENT RECORDS	56
V875 TREAT ITEMS TO PREVENT MILDEW, FUNGUS, OR MOTH DAMAGE	56
A6 DETERMINE WORK PRIORITIES	56
B59 ORIENT NEWLY ASSIGNED PERSONNEL	53
B62 REVIEW BASE CIVIL ENGINEER (BCE) WORK ORDER LISTINGS	51
I343 ISSUE KEYS	49
I352 MAINTAIN SERVICE CALL LOGS	49
V866 INTERVIEW AND SELECT DORMITORY CHIEFS	47
A22 PLAN EQUIPMENT OR FACILITY MAINTENANCE REQUIREMENTS	42
I338 HANDLE CUSTOMER COMPLAINTS	40

TABLE A14
 REPRESENTATIVE TASKS PERFORMED BY
 QUALITY ASSURANCE EVALUATORS (QAE)
 (STG067, N=76)

TASKS	PERCENT MEMBERS PERFORMING
E131 EVALUATE CONTRACTOR PERSONNEL FOR COMPLIANCE WITH PERFORMANCE OR WORK STANDARDS	93
E133 EVALUATE CONTRACTORS WITH COMPLIANCE WITH CONTRACTS	91
E138 EVALUATE SANITATION PRACTICES	88
E129 DOCUMENT CONTRACTOR DEFECTS	88
E143 PREPARE CONTRACTING MONTHLY QAE EVALUATION SCHEDULES	88
E136 EVALUATE QUALITY CONTROL OR QUALITY ASSURANCE PROCEDURES	82
E128 COORDINATE CONTRACT ISSUES WITH APPROPRIATE AGENCIES	76
E134 EVALUATE INSPECTION REPORTS OR PROCEDURES	75
E141 PREPARE CDRs	75
E130 ESTABLISH QUALITY STANDARDS FOR CONTRACTOR RATINGS	68
E144 PREPARE REQUESTS FOR AMENDMENTS TO CONTRACTS	64
E142 PREPARE CONTRACT CHANGE RECOMMENDATIONS	64
E146 WRITE QUALITY ASSURANCE SURVEILLANCE PLANS	62
E140 PERFORM CONTRACTOR DEFICIENCY REPORT (CDR) CALCULATIONS	61
C93 INSPECT EMPLOYEES	49
E145 WRITE CONTRACTS	47
B49 IMPLEMENT FOOD SERVICE CONTRACTS	46
E132 EVALUATE CONTRACTOR PROPOSALS	43
E135 EVALUATE PRICING PROCEDURES	42
C90 EVALUATE SUGGESTIONS OR COMPLAINTS	39
E139 NEGOTIATE FOOD SERVICE CONTRACTS	37
C94 INSPECT RECORDS, REPORTS, FILES, OR BOOKS-OF-ACCOUNT	36
A33 PREPARE REQUESTS FOR OPERATIONAL CONTRACTS OR AGREEMENTS	32
C78 EVALUATE CAUSES OF FOOD WASTE	30
C77 EVALUATE CAUSES OF FAULTY FOOD PRODUCTS	29
E137 EVALUATE QUALITY OF LAUNDRY OR DRY CLEANING SERVICES	21

TABLE A15

REPRESENTATIVE TASKS PERFORMED BY
LINEN EXCHANGE PERSONNEL
(STG130, N=52)

TASKS	PERCENT MEMBERS PERFORMING
Q700 IDENTIFY AND REMOVE WORN OR TORN LINENS FROM INVENTORIES	96
Q696 EXCHANGE LINEN WITH AUTHORIZED CUSTOMERS	92
Q703 MAINTAIN HAND RECEIPTS OR ACCOUNTABLE RECORDS ON LINEN EXCHANGE ITEMS	90
Q711 RECEIVE ORGANIZATIONAL CLOTHING, SUCH AS PARKAS OR FLIGHT SUITS, FOR CLEANING	88
Q698 EXCHANGE LINEN WITH LAUNDRY OR DRY CLEANING CONTRACTORS	87
Q716 VERIFY AUTHORIZED ITEMS OF LINEN EXCHANGE	83
Q687 BAG OR BUNDLE LAUNDRY OR DRY CLEANING ITEMS	75
Q713 REVIEW LAUNDRY OR DRY CLEANING CONTRACTS	75
Q702 ISSUE UNSERVICEABLE LINENS TO OTHER BASE ORGANIZATIONS	67
Q690 COMPUTE OR RECONCILE COSTS OF LAUNDRY OR DRY CLEANING WITH CONTRACTORS	63
Q705 MAINTAIN RECORDS OF LINEN ITEMS TRANSFERRED TO DRMOs	62
E137 EVALUATE QUALITY OF LAUNDRY OR DRY CLEANING SERVICES	60
Q712 REQUEST LAUNDRY TICKETS OR LISTINGS	60
E129 DOCUMENT CONTRACTOR DEFECTS	60
Q704 MAINTAIN LISTINGS OF QAEs	56
Q688 BRIEF CUSTOMERS ON CLEANING METHODS	56
E131 EVALUATE CONTRACTOR PERSONNEL FOR COMPLIANCE WITH PERFORMANCE OR WORK STANDARDS	54
Q695 ESTABLISH INDIVIDUAL OR BULK LINEN EXCHANGE SCHEDULES	54
E133 EVALUATE CONTRACTORS FOR COMPLIANCE WITH CONTRACTS	52
Q694 ESTABLISH CONTRACT PICKUP OR DELIVERY DATES	50
Q708 PREPARE LINEN EXCHANGE EXPENDITURE REPORTS	50
Q692 DETERMINE ORGANIZATION USAGE RATES	48
E128 COORDINATE CONTRACT ISSUES WITH APPROPRIATE AGENCIES	46
Q714 REVIEW LINEN EXCHANGE RATES	46
Q709 PREPARE REQUESTS FOR SUPPLEMENTAL FUNDS FOR LINEN EXCHANGE OPERATIONS, SUCH AS REPLACEMENT LINENS	42
Q689 COMPUTE OR RECONCILE COSTS OF LAUNDRY OR DRY CLEANING WITH BASE INDUSTRIAL LAUNDRIES	37
Q715 TRANSPORT LINEN ITEMS	33
Q718 WEIGH LINEN ITEMS	29

TABLE A16
REPRESENTATIVE TASKS PERFORMED BY
FITNESS AND RECREATION PERSONNEL
(STG061, N=505)

TASKS	PERCENT MEMBERS PERFORMING
J396 COUNT CASH	72
I362 PERFORM PATRON IDENTIFICATION (ID) CHECKS	63
I338 HANDLE CUSTOMER COMPLAINTS	62
I355 MONITOR MWRS FACILITIES, SUCH AS BASE GYMS OR TV ROOMS	62
J417 PREPARE CASHIER'S REPORTS	60
I360 ORGANIZE OR CLEAN STORAGE ROOMS	60
I340 INSPECT MWRS EQUIPMENT	59
I361 PERFORM CLOSING AND FIRECHECK OF MWRS ACTIVITIES	58
I294 ASSIGN LOCKERS TO PATRONS	55
J393 COLLECT FEES OR CHARGES FOR SERVICES OR USAGE	54
0642 INSPECT BARBELLS, WEIGHTS, OR OTHER EXERCISE EQUIPMENT	54
0634 CLEAN OR LAUNDER ATHLETIC UNIFORMS OR TOWELS	53
0645 INSTRUCT PATRONS ON PROPER USE OF EQUIPMENT	53
J405 MAINTAIN CHANGE FUNDS	51
I349 MAINTAIN RESERVATION LOGS OR REQUESTS	51
J427 VERIFY CAST FUNDS	50
J429 VERIFY SAFE OPENINGS OR CLOSURES	50
I295 CERTIFY PATRONS QUALIFIED TO USE MWRS EQUIPMENT, SUCH AS NAUTILUS OR HOBBY SHOP EQUIPMENT	50
I318 COORDINATE RECREATIONAL OR ATHLETIC PROGRAMS OR ACTIVITIES WITH BASE UNITS	50
I356 ORGANIZE BASE TOURNAMENTS, MEETS, CONTESTS, OR COMPETITIONS	50
J424 REPORT CASH SHORTAGES OR OVERAGES	49
J419 PREPARE CUSTOMER RECEIPTS	49
J412 PREPARE BANK DEPOSIT SLIPS	48
I365 PLAN MWRS PROGRAMS OR ACTIVITIES, SUCH AS BANQUETS, ATHLETIC TOURNAMENTS, OR RECREATION CENTER ACTIVITIES	48
I333 DISTRIBUTE PUBLICITY MATERIALS	47
0649 PERFORM MINOR REPAIRS ON ATHLETIC EQUIPMENT	46
I323 COORDINATE USE OF GYMS WITH APPROPRIATE PERSONNEL	45
J423 REMOVE AND REPLACE CASH REGISTER ACCESSORIES, SUCH AS TAPES OR RIBBONS	45
J397 DEPOSIT CASH RECEIPTS OR REIMBURSABLE FUNDS	43
I336 ESTABLISH OR POST RULES OR POLICIES ON USE OF RECREATIONAL OR ATHLETIC FACILITIES	43
O637 DEMONSTRATE EXERCISES OR CONDITIONING PROCEDURES	41
J394 COLLECT MONEY FOR TICKET SALES OR SPECIAL EVENTS	40
J422 RECORD INFORMATION FROM DAILY CASH REGISTER TAPES	40
I359 ORGANIZE INTRAMURAL ATHLETIC ACTIVITIES	40

TABLE A17

REPRESENTATIVE TASKS PERFORMED BY
LODGING PERSONNEL
(STG050, N=350)

TASKS	PERCENT MEMBERS PERFORMING
N590 ASSIGN TEMPORARY OR CONTRACT QUARTERS	94
N613 PERFORM CHECKOUT PROCEDURES	89
N595 CONFIRM OR DENY RESERVATIONS	89
N621 PROVIDE WAKE-UP SERVICE	87
N622 RELAY MESSAGES, MAIL, OR LOST LUGGAGE TO ASSIGNED OCCUPANTS OR GUESTS	87
N611 OPERATE TELEPHONE SWITCHBOARDS	81
N616 PREPARE AUTHORIZATION FORMS FOR CONTRACT QUARTERS	80
N603 INFORM HOUSEKEEPING PERSONNEL OF CHECKOUTS	79
N628 VERIFY ELIGIBILITY OF GUESTS TO UTILIZE TRANSIENT FACILITIES	78
N599 DETERMINE SPACE AUTHORIZED	73
J396 COUNT CASH	69
N620 PREREGISTER SPECIAL GROUPS, SUCH AS AIRCREWS	67
N617 PREPARE DOCUMENTATION AUTHORIZING BX PATRONAGE FOR CIVILIAN TDY MEMBERS	64
N604 INVENTORY BEVERAGES OR SUNDRY ITEMS	60
J408 MAKE REFUNDS	58
N610 OPERATE BASE LOCATOR SERVICES	55
J419 PREPARE CUSTOMER RECEIPTS	54
J417 PREPARE CASHIER'S REPORTS	54
N619 PREPARE LETTERS OF NONAVAILABILITY	53
N602 ESTABLISH PATRON CHECK-IN OR CHECK-OUT PROCEDURES	51
N598 DELIVER INFORMATION PACKAGES TO SPECIAL GROUPS, SUCH AS AIRCREWS	51
N600 ENFORCE QUIET HOURS IN TRANSIENT QUARTERS	51
N606 MAINTAIN GUEST HOUSING REGISTERS	50
J427 VERIFY CASH FUNDS	50
J405 MAINTAIN CHANGE FUNDS	47
J426 VERIFY AND SIGN CHANGE FUND RECEIPTS	47
J393 COLLECT FEES OR CHARGES FOR SERVICES OR USAGE	46
I343 ISSUE KEYS	42
N608 MONITOR HOURLY CHECKOUT ROSTERS	35
N614 PERFORM PERIODIC CHECKS TO LOCATE WALKOUTS	34

TABLE A18
 REPRESENTATIVE TASKS PERFORMED BY
 SIMS ADMINISTRATORS
 (STG046, N=130)

TASKS	PERCENT MEMBERS PERFORMING
G198 ADD PERSONNEL TO SECURITY OR WANG OFFICES	95
G201 BACKUP SOFTWARE	93
G214 LOAD SYSTEM SOFTWARE RELEASES OR UPDATES	93
G226 PERFORM SYSTEM SHUTDOWN OR STARTUP PROCEDURES	93
G243 TROUBLESHOOT PRINTER PROBLEMS	92
G230 RE INITIAL-PROGRAM LOAD (IPL) SIMs	92
G248 UPDATE SYSTEM INFORMATION, SUCH AS SYSTEM USERS OR PASSWORDS	92
G234 RESTART SINGLE USERS AFTER WORKSTATION HANGUPS	92
G209 FORWARD ELECTRONIC MAIL TO APPROPRIATE AGENCIES	92
G219 PERFORM FULL-VOLUME BACKUPS OR RESTORES	91
G232 REORGANIZE DATABASES	91
G224 PERFORM SYSTEM DISK OR TAPE INITIALIZATIONS	90
G247 UPDATE SYSTEM CONFIGURATIONS, SUCH AS LOGONS OR PRINTERS	89
G216 MODIFY SYSTEM MENUS	89
G240 TROUBLESHOOT COMMUNICATIONS PROBLEMS	88
G242 TROUBLESHOOT NIGHT AUDITS OR END-OF-DAY PROBLEMS	88
G241 TROUBLESHOOT HARDWARE PROBLEMS, OTHER THAN PRINTERS	87
G202 CHANGE SYSTEM CONFIGURATIONS	87
G220 PERFORM INCREMENTAL BACKUPS	86
G239 TRAIN USERS ON SIMS FUNCTIONAL SYSTEMS	86
G210 IDENTIFY DATA FILES	86
G217 MONITOR SYSTEM PERFORMANCE	85
G225 PERFORM SYSTEM DISK-TO-DISK BACKUPS	85
G244 TROUBLESHOOT SOFTWARE PROBLEMS	84
G233 REORGANIZE LOGFILES	84
G203 CONTROL SECURITY LOGGINGS	82
G231 REMOVE OR REPLACE COMPUTER COMPONENTS OR ACCESSORIES	82
G213 LOAD PC SOFTWARE RELEASES OR UPDATES	82
G238 RUN WS PERSON OR PERSON	82
G246 UPDATE NETWORK CHANGES, SUCH AS STARTKIT	75
G204 COPY BASE DATA TAPES	73
G215 MAINTAIN ADPE ACCOUNTS	70

APPENDIX B

LISTING OF MODULES AND TASK STATEMENTS

THIS PAGE INTENTIONALLY LEFT BLANK

These task modules (TMs) were developed to organize and summarize the extensive task information for the 3M0X1 specialty. The TMs were derived by statistical clustering of the tasks in terms of which tasks are performed by the same incumbents. For example, if an individual performs one cooking task or one lodging task, the probability is very high that the individual will perform other cooking or lodging tasks. Thus, each of the modules can be viewed as a "natural group" of associated or related tasks. The statistical clustering generally approximates these "natural groupings."

The title of each TM is our best estimate as to the general subject content of the group of tasks. The TMs are useful for organizing the task data into meaningful units and as a way to concisely summarize the extensive job data. However, TMs are only one way to organize the information. Other strategies may also be valid.

0001 Cooking Food

- 1 K430 Add gravies or sauces to foods
- 2 K431 Adjust menus
- 3 K434 Bake meats, seafoods, poultry, vegetables, or fruits
- 4 K435 Barbecue or charbroil meats, seafoods, or poultry
- 5 K436 Boil eggs
- 6 K437 Boil or simmer meats, seafoods, poultry, vegetables, or fruits
- 7 K438 Braise meats, seafoods, or poultry
- 8 K440 Broil meats, seafoods, or poultry
- 9 K441 Carve cooked meats or poultry
- 10 K442 Charcoal grill food
- 11 K444 Cook cereals, such as oatmeal or grits
- 12 K446 Deep fat fry meats, seafoods, poultry, vegetables, or fruits
- 13 K448 Determine ingredient substitutions
- 14 K450 Dispose of outdated food items
- 15 K454 Garnish foods or serving lines
- 16 K455 Grill meats, seafoods, poultry or vegetables
- 17 K458 Label or date stamp subsistence
- 18 K459 Make minor changes in recipes
- 19 K461 Monitor equipment temperatures, such as grills, deep fat fryers, refrigerators, or freezers
- 20 K462 Monitor food temperatures
- 21 K463 Oven fry meats, seafoods, poultry, or vegetables
- 22 K464 Pan batters, dough, or other foods for serving
- 23 K465 Pan fry meats, seafoods, poultry, or vegetables
- 24 K467 Place prepared foods on serving lines

- 25 K471 Prepare charbroilers for use
- 26 K473 Prepare dairy products, such as powdered milk or cheeses, for cooking or serving
- 27 K474 Prepare dehydrated foods for cooking or serving
- 28 K476 Prepare eggs for cooking
- 29 K477 Prepare eggs to order
- 30 K480 Prepare gravies or sauces
- 31 K481 Prepare griddles for use
- 32 K483 Prepare meat, seafood, or poultry dressings
- 33 K484 Prepare meat, seafood, or poultry salads
- 34 K485 Prepare meats, seafoods, or poultry for cooking, other than tenderizing
- 35 K486 Prepare pancakes, french toast, or waffles
- 36 K490 Prepare rice, pasta, or dry beans
- 37 K494 Prepare soups
- 38 K495 Prepare steam tables for serving
- 39 K497 Prepare vegetables or fruits for cooking or serving
- 40 K499 Preportion individual servings
- 41 K502 Replenish foods or beverages on serving lines
- 42 K503 Roast meats, seafoods, or poultry
- 43 K504 Saute meats, seafoods, poultry, vegetables, or fruits
- 44 K506 Serve food cafeteria style
- 45 K511 Steam seafoods, vegetables, or fruits
- 46 K512 Stew meats, seafoods, poultry, vegetables, or fruits
- 47 K513 Substitute menu items
- 48 K514 Tenderize meats
- 49 K515 Test cooked foods by taste or smell
- 50 K516 Weigh or measure ingredients
- 51 K517 Wrap food items

0002 Baking

- 1 K433 Bake breads or pastries, other than prepackaged mixes
- 2 K445 Decorate cakes
- 3 K470 Prepare bread, rolls, or cakes from prepackaged mixes
- 4 K487 Prepare pies
- 5 K488 Prepare puddings or custards
- 6 K489 Prepare quick breads
- 7 K498 Prepare yeast dough for baking

0003 Miscellaneous Cooking Tasks

- 1 I297 Clean or sanitize food service appliances, such as meat slicers, toasters, or coffee urns
- 2 I298 Clean or sanitize food service utensils, such as pots, pans, or pastry racks
- 3 I329 Defrost refrigerators or freezers
- 4 I331 Dispose of food waste
- 5 I383 Rotate food stock
- 6 I385 Sharpen knives or blades
- 7 K439 Brew coffee or tea
- 8 K493 Prepare sandwiches

0004 Serving Preparations

- 1 K443 Clean soft drink or draft beer machines
- 2 K451 Fill beverage dispensers
- 3 K452 Fill bread dispensers
- 4 K453 Fill ice bins for self-service
- 5 K456 Heat or chill serving dishes, such as plates, saucers, or bowls
- 6 K457 Hook up soft drink or draft beer machines
- 7 K468 Position snacks on serving trays or shelves
- 8 K472 Prepare chilling tables for serving
- 9 K475 Prepare dips, spreads, or canapes
- 10 K479 Prepare gelatin desserts or salads
- 11 K482 Prepare juices for serving
- 12 K491 Prepare salad bars for serving
- 13 K492 Prepare salad dressings
- 14 K500 Refill ice cream or shake machines
- 15 K509 Set up display cabinets for use

0005 Flight Meals

- 1 F179 Prepare requests for flight meals
- 2 L520 Assemble box lunches
- 3 L521 Assemble flight meals
- 4 L522 Assemble ground meals
- 5 L525 Distribute individual meals, such as box lunches, ground meals, or flight meals
- 6 L528 Maintain beverage warmers, water jugs, or coffee jugs
- 7 L530 Package sandwich meals

0006 Production Lines

- 1 L518 Adjust production-line volume or air controls
- 2 L519 Adjust timing and position of production-line X-Y traveling heads
- 3 L524 Clean production line trays of excess food prior to sealing
- 4 L526 Hand place production line food in containers
- 5 L529 Monitor production line denester
- 6 L532 Perform production line operator maintenance
- 7 L533 Perform production line preventive maintenance
- 8 L535 Place production line frozen entrees on stacking racks
- 9 L536 Power up or power down production-line
- 10 L540 Replace production line labels
- 11 L541 Replace production line plastic film rolls
- 12 L543 Set up production line
- 13 L544 Transfer food from kitchen area to production line

0007 Supervision and Management

- 1 A1 Assign personnel to duty positions
- 2 A4 Determine budget or financial requirements
- 3 A5 Determine requirements for space, personnel, equipment, or supplies
- 4 A6 Determine work priorities
- 5 A10 Develop self-inspection programs
- 6 A12 Develop work methods or procedures
- 7 A15 Establish organizational policies, such as operating instructions (Ois) or standard operating procedures (SOPs)

- 8 A17 Establish production or performance standards for subordinates
- 9 A20 Participate in general meetings, such as staff meetings, briefings, conferences, or workshops, other than conducting
- 10 A22 Plan equipment or facility maintenance requirements
- 11 A26 Plan or prepare briefings
- 12 A27 Plan or schedule work assignments or priorities
- 13 A36 Schedule temporary duty (TDY), leaves, or passes
- 14 B45 Counsel subordinates on personal or military-related matters
- 15 B47 Direct maintenance or utilization of facilities, work areas, or equipment
- 16 B52 Initiate actions required due to substandard performance of personnel
- 17 B54 Interpret policies, directives, or procedures for subordinates
- 18 B59 Orient newly assigned personnel
- 19 B62 Review base civil engineer (BCE) work order listings
- 20 B66 Supervise Morale, Welfare, Recreation, and Services Apprentices (3M031)
- 21 B67 Supervise Morale, Welfare, Recreation, and Services Journeymen (3M051)
- 22 C88 Evaluate safety programs or practices
- 23 C90 Evaluate suggestions or complaints
- 24 C93 Inspect employees
- 25 C101 Write EPRs
- 26 C102 Write recommendations for awards or decorations
- 27 D106 Conduct OJT
- 28 D108 Counsel trainees on training progress
- 29 D116 Evaluate personnel for training needs
- 30 D117 Evaluate progress of trainees
- 31 D121 Maintain training records, charts, or graphs

0008 Contingency Planning

- 1 A3 Coordinate contingency exercises with appropriate agencies
- 2 B50 Implement mobilization of personnel or equipment
- 3 B58 Maintain or update contingency plans
- 4 C80 Evaluate contingency plans for emergencies or disasters
- 5 C95 Inspect war readiness material (WRM) property
- 6 C98 Participate in alert or contingency training evaluation teams

0009 Training

- 1 D103 Administer or score tests
- 2 D104 Assign on-the-job training (OJT) trainers
- 3 D105 Assign resident course instructors
- 4 D107 Conduct resident course classroom training
- 5 D109 Determine training requirements, such as OJT or resident course
- 6 D110 Develop resident course or career development course (CDC) curriculum materials
- 7 D111 Develop training aids
- 8 D112 Direct or implement OJT programs
- 9 D113 Direct or implement training programs, other than OJT
- 10 D114 Evaluate effectiveness of training programs
- 11 D115 Evaluate effectiveness of training, such as career knowledge upgrade, job proficiency upgrade, or qualification training
- 12 D118 Evaluate training methods or techniques
- 13 D119 Evaluate training requirements for instructors
- 14 D120 Maintain study reference files
- 15 D122 Plan OJT
- 16 D123 Prepare lesson plans
- 17 D124 Procure training aids, space, or equipment
- 18 D125 Select individuals for specialized or technical training
- 19 D126 Write test questions
- 20 D127 Write training reports

0010 Civilian Supervision

- 1 B43 Coordinate civilian personnel actions with civilian personnel offices
- 2 B53 Initiate civilian personnel actions, such as promotions or reassignments
- 3 B63 Supervise civilian personnel, other than foreign nationals
- 4 B64 Supervise foreign nationals
- 5 B71 Validate pay sheets for officials
- 6 C96 Interview civilians for employment
- 7 C100 Write civilian performance ratings or supervisory appraisals
- 8 F184 Prepare time and attendance reports
- 9 I353 Maintain timecards

0011 Contracts and Contractors

- 1 B49 Implement food service contracts
- 2 E128 Coordinate contract issues with appropriate agencies
- 3 E129 Document contractor defects
- 4 E130 Establish quality standards for contractor ratings
- 5 E131 Evaluate contractor personnel for compliance with performance or work standards
- 6 E132 Evaluate contractor proposals
- 7 E133 Evaluate contractors for compliance with contracts
- 8 E134 Evaluate inspection reports or procedures
- 9 E135 Evaluate pricing procedures
- 10 E136 Evaluate quality control or quality assurance procedures
- 11 E138 Evaluate sanitation practices
- 12 E139 Negotiate food service contracts
- 13 E140 Perform contractor deficiency report (CDR) calculations
- 14 E141 Prepare CDRs
- 15 E142 Prepare contract change recommendations
- 16 E143 Prepare contracting monthly quality assurance evaluator (QAE) evaluation schedules
- 17 E144 Prepare requests for amendments to contracts
- 18 E145 Write contracts
- 19 E146 Write quality assurance surveillance plans

0012 Subsistence

- 1 H255 Determine quantities of subsistence to be issued
- 2 H256 Establish inventory schedules
- 3 H257 Establish storage rotation cycles
- 4 H258 Estimate or validate inventory requirements
- 5 H259 Inspect incoming stock or property for quantity or condition
- 6 H260 Inventory subsistence
- 7 H262 Issue subsistence
- 8 H265 Load or unload supplies, equipment, or subsistence
- 9 H271 Monitor expiration dates of dairy products
- 10 H272 Monitor temperatures of storage areas
- 11 H273 Pack or unpack special storage items, such as refrigeration items
- 12 H274 Pick up or deliver supplies, equipment, or subsistence
- 13 H275 Place subsistence in storage

-
- 14 H276 Position or lock up stock or property
 - 15 H277 Post inventories to records
 - 16 H278 Prepare foods for thawing
 - 17 H279 Prepare or review receiving reports
 - 18 H280 Prepare reports on monetary values of inventories
 - 19 H281 Prepare subsistence requests
 - 20 H282 Prepare tally in-outs
 - 21 H285 Return excess subsistence to storage
 - 22 H290 Verify accuracy of inventories
 - 23 H291 Verify costs of subsistence items
 - 24 H292 Verify receiving forms
-

0013 Stock Control

- 1 H250 Annotate food spoilages on inventories
 - 2 H251 Compute excess costs
 - 3 H252 Compute monetary values of turn-ins
 - 4 H253 Compute stock control levels
-

0014 ST0236 - Supply

- 1 H254 Coordinate obtaining parts or materials with base supply
- 2 H267 Maintain property custodian authorization/custody receipt listings (CA/CRLs)
- 3 H269 Mark, tag, or label appropriated fund (APF) properties
- 4 H270 Mark, tag, or label NAF properties
- 5 H283 Requisition furnishings, equipment, or subsistence
- 6 H284 Research federal supply catalogs
- 7 H287 Review requisitions for local purchase of supply items
- 8 H289 Review supply reports, such as daily document registers or priority monitor reports

0015 Cash Collections

- 1 F154 Maintain controlled item forms, such as audit tapes or registration receipts
- 2 F163 Maintain records on meal card control activities
- 3 F166 Prepare basic daily food allowance computation forms
- 4 F167 Prepare cash collection records
- 5 F168 Prepare cash collection vouchers
- 6 F169 Prepare daily dining hall summary forms
- 7 F173 Prepare food service operations reports
- 8 F176 Prepare monthly monetary records
- 9 F178 Prepare registers of cash collection sheets
- 10 F188 Reconcile cash collections with headcount tallies using AF Forms 79
(Cash Collection Record)
- 11 F189 Reconcile cash collections with headcount tallies using cash register reports

0016 Menus and Recipes

- 1 A11 Develop special menus, such as flight menus or special event menus
- 2 A21 Participate in menu planning boards
- 3 A25 Plan local menus
- 4 A29 Plan selective or cycle menus
- 5 C77 Evaluate causes of faulty food products
- 6 C78 Evaluate causes of food waste
- 7 C89 Evaluate selective or cycle menus
- 8 F151 Compute recipe costs
- 9 F153 Create local recipes
- 10 F191 Research recipes
- 11 F193 Update interim menu files
- 12 F194 Update master menu files

0017 Cash Funds

- 1 J393 Collect fees or charges for services or usage
- 2 J396 Count cash
- 3 J397 Deposit cash receipts or reimbursable funds
- 4 J400 Interpret cash register reports
- 5 J405 Maintain change funds
- 6 J408 Make refunds
- 7 J412 Prepare bank deposit slips
- 8 J413 Prepare cash receipt vouchers
- 9 J417 Prepare cashier's reports
- 10 J419 Prepare customer receipts
- 11 J421 Reconcile cash collection with supporting documents, such as cash collection vouchers or register tapes
- 12 J422 Record information from daily cash register tapes
- 13 J423 Remove and replace cash register accessories, such as tapes or ribbons
- 14 J424 Report cash shortages or overages
- 15 J426 Verify and sign change fund receipts
- 16 J427 Verify cash funds
- 17 J428 Verify daily summaries of cash receipts
- 18 J429 Verify safe openings or closures

0018 Electronic Cash Register (ECR) Functions

- 1 J399 Install printer ribbons in ECRs
- 2 J402 Load paper in ECRs
- 3 J403 Lock or unlock ECRs electronically
- 4 J404 Log on or log off ECRs

0019 General MWRS Functions

- 1 I340 Inspect MWRS equipment
- 2 I349 Maintain reservation logs or requests
- 3 I355 Monitor MWRS facilities, such as base gyms or television (TV) rooms
- 4 I360 Organize or clean storage rooms
- 5 I361 Perform closing and firecheck of MWRS activities
- 6 I362 Perform patron identification (ID) checks
- 7 I382 Report unsafe acts or conditions
- 8 I387 Turn in lost and found items

0020 Cash Refunds or Adjustments

- 1 J414 Prepare cash refund or overring reports
- 2 J415 Prepare cash register adjustment vouchers
- 3 J416 Prepare cash register correction slips
- 4 J425 Review cash refund or overring reports

0021 Sports or Athletic Programs

- 1 I300 Conduct drawings for positions in recreational or athletic tournaments, meets, or league play
- 2 I302 Conduct surveys to determine recreational or athletic interests or needs of base community
- 3 I314 Coordinate payment of officials or judges with nonappropriated funds financial management branch (NAFFMB)
- 4 I315 Coordinate plans or activities with MWRS advisory committees
- 5 I316 Coordinate presentation of awards or trophies with activity directors
- 6 I317 Coordinate radio, television, photographic, or press coverage of special events with public affairs
- 7 I318 Coordinate recreational or athletic programs or activities with base units
- 8 I319 Coordinate recreational or athletic programs or activities with civilian organizations
- 9 I320 Coordinate recreational or athletic programs or activities with other bases

-
- 10 I321 Coordinate recreational or athletic programs or activities with public affairs offices
 - 11 I348 Maintain records of competitions, including standings, seeding books, or charts
 - 12 I350 Maintain rosters of officials or judges
 - 13 I351 Maintain rule books and changes
 - 14 I356 Organize base tournaments, meets, contests, or competitions
 - 15 I358 Organize instructional classes in recreational or athletic activities
 - 16 I359 Organize intramural athletic activities
 - 17 I364 Plan awards for recreational or athletic programs
 - 18 I365 Plan MWRS programs or activities, such as banquets, athletic tournaments, or recreation center activities
 - 19 I371 Prepare letters of intent or release
 - 20 I374 Prepare or submit after-action reports of special events or sports seasons
 - 21 I379 Purchase APF or NAF awards or trophies
 - 22 I380 Recruit officials, coaches, or instructors for recreational or athletic classes or events
 - 23 O639 Establish and post ground rules or bylaws for sports
-

0022 Cleaning

- 1 P663 Clean curtains, drapes, mats, or carpets
 - 2 P664 Clean display cases, furniture, or fixtures
 - 3 P665 Clean or buff floors
 - 4 P666 Clean walls
-

0023 Gym Duties

- 1 I294 Assign lockers to patrons
- 2 I295 Certify patrons qualified to use MWRS equipment, such as nautilus or hobby shop equipment
- 3 I323 Coordinate use of gyms with appropriate personnel
- 4 O634 Clean or launder athletic uniforms or towels
- 5 O637 Demonstrate exercises or conditioning procedures
- 6 O642 Inspect barbells, weights, or other exercise equipment
- 7 O645 Instruct patrons on proper use of equipment
- 8 O649 Perform minor repairs on athletic equipment

-
- 9 O652 Sanitize physical conditioning areas or weight rooms
 - 10 O653 Sanitize steam rooms, saunas, or showers
-

0024 Ballfield Maintenance

- 1 O638 Drag ball fields
 - 2 O643 Install bases on ball fields
 - 3 O646 Line athletic fields, tracks, or courses
 - 4 P677 Perform maintenance or minor repairs on MWRS outdoor facilities, such as ball fields
-

0025 Physical Fitness Programs

- 1 O629 Administer cycle ergometry or alternative aerobic tests
 - 2 O632 Brief base organizations on physical conditioning programs
 - 3 O633 Brief personnel on AF weight standards or fitness programs
 - 4 O659 Train squadron monitors on cycle ergometry or alternative aerobic testing programs
-

0026 Selecting and Training Coaches and Officials

- 1 O635 Coordinate clinics for coaches or officials with appropriate agencies
- 2 O636 Coordinate personal services contracts with leaders or instructors
- 3 O654 Schedule officials for athletic competitions
- 4 O655 Select coaches for base teams
- 5 O658 Train scoreboard operators

0027 Lawn Care

- 1 P660 Apply fertilizers
- 2 P671 Mow or trim athletic fields
- 3 P679 Perform operator maintenance on lawn care equipment
- 4 P685 Spread dirt on lawns or athletic fields, other than dragging
- 5 P686 Water grounds

0028 Lodging Desk Functions

- 1 N590 Assign temporary or contract quarters
- 2 N595 Confirm or deny reservations
- 3 N599 Determine space authorized
- 4 N603 Inform housekeeping personnel of checkouts
- 5 N604 Inventory beverages or sundry items
- 6 N610 Operate base locator services
- 7 N611 Operate telephone switchboards
- 8 N613 Perform checkout procedures
- 9 N616 Prepare authorization forms for contract quarters
- 10 N617 Prepare documentation authorizing BX patronage for civilian TDY members
- 11 N620 Preregister special groups, such as aircrews
- 12 N621 Provide wake-up service
- 13 N622 Relay messages, mail, or lost luggage to assigned occupants or guests
- 14 N628 Verify eligibility of guests to utilize transient facilities

0029 SIMS

- 1 G198 Add personnel to security or Wang offices
- 2 G202 Change system configurations
- 3 G203 Control security loggings
- 4 G210 Identify data files
- 5 G213 Load PC software releases or updates
- 6 G214 Load system software releases or updates
- 7 G215 Maintain automated data processing equipment (ADPE) accounts

- 8 G216 Modify system menus
- 9 G217 Monitor system performance
- 10 G218 Perform disk rotations
- 11 G219 Perform full-volume backups or restores
- 12 G220 Perform incremental backups
- 13 G221 Perform PC disk or tape initializations
- 14 G223 Perform preventive maintenance on ADPE hardware
- 15 G224 Perform system disk or tape initializations
- 16 G225 Perform system disk-to-disk backups
- 17 G226 Perform system shutdown or startup procedures
- 18 G230 Re initial-program load (IPL) services information management systems (SIMS)
- 19 G231 Remove or replace computer components or accessories
- 20 G232 Reorganize databases
- 21 G233 Reorganize logfiles
- 22 G234 Restart single users after workstation hangups
- 23 G235 Restore software
- 24 G237 Run utilities, such as editor, EZ format, or file display
- 25 G238 Run WS person or person
- 26 G240 Troubleshoot communications problems
- 27 G241 Troubleshoot hardware problems, other than printers
- 28 G242 Troubleshoot night audits or end-of-day problems
- 29 G244 Troubleshoot software problems
- 30 G246 Update network changes, such as startkit
- 31 G247 Update system configurations, such as logons or printers
- 32 G248 Update system information, such as system users or passwords

0030 Contingency

- 1 W876 Assemble or disassemble general purpose medium tents
- 2 W877 Assemble or disassemble temper tents
- 3 W878 Brief mobility teams
- 4 W880 Clean field kitchen cooking equipment or utensils
- 5 W885 Don and doff chemical warfare personnel protective clothing or equipment
- 6 W890 Maintain homestation field equipment, such as heaters, ranges, tents, or deployment kits
- 7 W891 Maintain personal A, B, and C bags
- 8 W892 Maintain supply of field equipment spare parts
- 9 W894 Palletize items
- 10 W895 Perform military field sanitation and hygiene techniques

-
- 11 W896 Perform operator maintenance on field kitchen equipment
 - 12 W899 Perform user maintenance on M-2 burners
 - 13 W900 Perform user maintenance on M-59 field ranges
 - 14 W901 Prepare field kitchen burner units for use
 - 15 W905 Prepare or present B rations
 - 16 W908 Protect food or supplies from contamination under field conditions
 - 17 W909 Review immunization records
 - 18 W910 Set up or break down mobile kitchen trailers (MKTs)
 - 19 W911 Set up or dismantle field kitchen cooking or serving equipment, other than M-2 burners or M-59 field ranges
 - 20 W912 Set up or dismantle M-2 burners
 - 21 W913 Set up or dismantle M-59 field ranges
 - 22 W914 Set up or dismantle mess kit cleaning and sanitizing facilities
 - 23 W917 Tear down, inspect, clean, and reassemble M-16 rifles
-

0031 Field Mortuaries

- 1 W886 Fingerprint or footprint human remains
 - 2 W902 Prepare field mortuaries for human remains processing
 - 3 W903 Prepare field mortuary documentation
 - 4 W907 Process human remains in field mortuaries
 - 5 W916 Take polaroid pictures of personal effects
-

0032 Field Kitchen Waste Disposal Pits

- 1 W881 Close out field kitchen waste disposal pits
- 2 W883 Construct field kitchen waste disposal pits
- 3 W887 Inspect field kitchen waste disposal pits
- 4 W915 Set up or dismantle water sterilizing bags

0033 Search and Recovery

- 1 S778 Brief search and recovery teams
- 2 S779 Collect and tag personal effects of accident victims
- 3 S780 Coordinate obtaining identification specialists with mortuary affairs
- 4 S781 Initiate identification processing by fingerprinting human remains
- 5 S782 Maintain or update grid maps
- 6 S783 Maintain search and recovery kits
- 7 S784 Maintain search and recovery team member folders
- 8 S785 Place human remains in body pouches
- 9 S786 Plot accident or disaster entry control points
- 10 S787 Prepare grid maps of accident areas
- 11 S788 Prepare human remains location sketches
- 12 S789 Prepare reports on total costs of recovery expenditures
- 13 S790 Prepare requests for photographs of disaster or accident areas
- 14 S791 Prepare requests for records needed in mortuary identification processing
- 15 S792 Prepare search, recovery, or identification progress reports
- 16 S793 Request services required to search areas or recover human remains, such as divers or helicopters
- 17 S794 Set up apparatus for processing human remains at or near accident sites
- 18 S795 Stake, bag, and tag human remains
- 19 S796 Train search and recovery teams

0034 Honor Guard

- 1 R723 Brief members of honor guard details
- 2 R746 Direct military honors ceremonies
- 3 R755 Maintain honor guard uniforms or equipment
- 4 R760 Participate in honor guard details
- 5 R762 Plan military funerals or honors details
- 6 R775 Select honor guard members

0035 Mortuary Affairs

- 1 R719 Accompany human remains to departure points
- 2 R720 Administer changes in contract prices for mortuary affairs, such as reimbursable contracts
- 3 R721 Assist morticians in preparing human remains for transfers
- 4 R722 Brief funeral directors on Air Force mortuary procedures and requirements
- 5 R724 Brief next-of-kin on interment or mortuary services provided
- 6 R725 Brief summary court officers or escorts on responsibilities
- 7 R726 Complete current deaths checklists
- 8 R727 Coordinate arrangements for relatives or friends to travel as special escorts of human remains with appropriate agencies
- 9 R729 Coordinate cremations with funeral directors
- 10 R730 Coordinate development or performance of procedures for moving human remains with civil authorities
- 11 R731 Coordinate dispositions of remains, other than Air Force personnel, with appropriate agencies
- 12 R732 Coordinate flyover details with appropriate agencies
- 13 R733 Coordinate funeral services with superintendents of national cemeteries
- 14 R734 Coordinate issue of death certificates with civil authorities
- 15 R735 Coordinate releases or transfers of human remains to funeral homes
- 16 R736 Coordinate releases or transfers of human remains to USAF port mortuaries
- 17 R737 Coordinate shipments of cremated human remains with appropriate agencies
- 18 R738 Coordinate transportation charges for transfer cases with traffic representatives
- 19 R739 Coordinate unusual circumstances, such as identification or next-of-kin problems, with appropriate agencies
- 20 R740 Counsel or assist sponsors in completing reimbursable expenses forms
- 21 R741 Create case files for active duty, dependent, or retired personnel
- 22 R742 Create case files for other than active duty, dependent, or retired personnel
- 23 R743 Create continuity files for active duty, dependent, or retired personnel
- 24 R744 Create continuity files for other than active duty, dependent, or retired personnel
- 25 R745 Develop mortuary affairs inputs to operations plans
- 26 R747 Evaluate eligibility of individuals for mortuary benefits
- 27 R748 Furnish burial clothing, insignia, or equipment for deceased military personnel
- 28 R749 Inspect caskets, sealed plastic sheets, or shipping cases
- 29 R750 Inspect contract funeral homes

- 30 R751 Inspect human remains prior to final dressings
31 R752 Inspect nonviewable human remains after preparation
32 R753 Inspect placements of remains in transfer cases
33 R754 Inspect viewable human remains after preparation
34 R756 Maintain mortuary affairs equipment or supplies
35 R757 Maintain records on incoming long distance phone calls
36 R758 Monitor processing of nonviewable human remains
37 R759 Negotiate one-time purchases of mortuary services
38 R761 Place human remains in transfer cases
39 R764 Prepare information furnished to next-of-kin
40 R765 Prepare records on transfer case files
41 R766 Prepare requests for appointments of escorts or summary courts officer
42 R767 Prepare requests for designation of national cemetery for interments
43 R771 Prepare requests for travel orders for special details, such as escorting
human remains or briefing next-of-kin
44 R772 Prepare status of human remains messages or reports
45 R773 Resolve problems on reimbursements for interments
46 R776 Set up temporary morgues
47 R777 Trace or monitor onward movement of human remains to final
destination mortuaries
-

0036 Community Activity Center Functions

- 1 M545 Call bingo
- 2 M546 Catalog equipment, supplies, or music
- 3 M547 Construct sets or back drops
- 4 M548 Coordinate community activity center schedules with other MWRS or
base agencies
- 5 M549 Coordinate entertainment contracts with appropriate agencies
- 6 M550 Coordinate making or renting costumes with appropriate agencies
- 7 M551 Coordinate productions of plays with on-base or local theatrical groups
- 8 M552 Coordinate reduced-rate tickets with ticket agents
- 9 M553 Coordinate small games activities with appropriate agencies
- 10 M555 Date stamp bingo cards
- 11 M556 Fabricate decorations
- 12 M557 Instruct small games activities
- 13 M558 Maintain local talent files
- 14 M559 Obtain judges for talent contests
- 15 M560 Obtain tickets for entertainment or sporting events
- 16 M561 Officiate or settle disputes in small games activities
- 17 M562 Operate lighting panels

- 18 M563 Organize concerts, lectures, exhibitions, fashion shows, or dances
- 19 M564 Organize production crews
- 20 M565 Perform master of ceremonies (MC) duties for shows or contests
- 21 M566 Pick up or return films or video tapes
- 22 M567 Plan decorations
- 23 M568 Plan or design sets or backdrops
- 24 M569 Prepare invitation lists for shows or contests
- 25 M570 Prepare programs or drafts of programs for MWRS activities
- 26 M571 Present awards to bingo winners
- 27 M572 Provide verbal or written rules or instructions on small game activities
- 28 M573 Purchase scripts
- 29 M574 Rehearse talent shows
- 30 M575 Repair community activity center equipment, such as lighting panels or fussball tables
- 31 M576 Review plays or scripts
- 32 M577 Schedule movies
- 33 M579 Screen entertainers' material
- 34 M580 Sell bingo cards
- 35 M581 Send invitations for shows or contests
- 36 M582 Set up or take down lighting systems
- 37 M583 Set up or take down public address systems
- 38 M584 Set up or take down sound effects equipment
- 39 M585 Set up or take down stages
- 40 M587 Splice films or video tapes
- 41 M588 Stage talent shows
- 42 M589 Time talent show acts

0037 Linen Exchange

- 1 E137 Evaluate quality of laundry or dry cleaning services
- 2 Q687 Bag or bundle laundry or dry cleaning items
- 3 Q688 Brief customers on cleaning methods
- 4 Q689 Compute or reconcile costs of laundry or dry cleaning with base industrial laundries
- 5 Q690 Compute or reconcile costs of laundry or dry cleaning with contractors
- 6 Q691 Coordinate linen transportation with commercial or military airlifts
- 7 Q692 Determine organization usage rates
- 8 Q693 Establish base industrial laundries pickup or delivery dates
- 9 Q694 Establish contract pickup or delivery dates
- 10 Q695 Establish individual or bulk linen exchange schedules
- 11 Q696 Exchange linen with authorized customers

- 12 Q697 Exchange linen with base industrial laundries
- 13 Q698 Exchange linen with laundry or dry cleaning contractors
- 14 Q699 Fold linen items
- 15 Q700 Identify and remove worn or torn linens from inventories
- 16 Q701 Issue linen swatch samples
- 17 Q702 Issue unserviceable linens to other base organizations
- 18 Q703 Maintain hand receipts or accountable records on linen exchange items
- 19 Q704 Maintain listings of QAEs
- 20 Q705 Maintain records of linen items transferred to DRMOs
- 21 Q706 Pick up or turn in linen from base central linen controls
- 22 Q707 Prepare certificates of transfer of accounts
- 23 Q708 Prepare linen exchange expenditure reports
- 24 Q709 Prepare requests for supplemental funds for linen exchange operations, such as replacement linens
- 25 Q710 Prepare requisitions for linen exchange items
- 26 Q711 Receive organizational clothing, such as parkas or flight suits, for cleaning
- 27 Q712 Request laundry tickets or listings
- 28 Q713 Review laundry or dry cleaning contracts
- 29 Q714 Review linen exchange rates
- 30 Q715 Transport linen items
- 31 Q716 Verify authorized items of linen exchange
- 32 Q717 Verify blanket purchase agreement (BPA) call numbers with contracting offices
- 33 Q718 Weigh linen items

0038 Dorm Management

- 1 V857 Assign detail personnel to maintain dormitory grounds and parking areas
- 2 V858 Brief detail personnel on areas of work responsibility
- 3 V859 Brief dormitory chiefs on areas of responsibility
- 4 V860 Brief first sergeants and squadron commanders on problem areas
- 5 V861 Direct and document self-help work done by dormitory occupants
- 6 V862 Direct storage of personal property for members not authorized single BAQ
- 7 V863 Establish housekeeping standards for dormitory occupants
- 8 V864 Establish or maintain locator boards for dormitory occupants
- 9 V865 Establish room custodian folders
- 10 V866 Interview and select dormitory chiefs
- 11 V868 Issue confirmations of clearance to members upon termination

-
- 12 V869 Maintain automated unaccompanied personnel housing (UPH) assignment records
 - 13 V870 Perform minor maintenance and repair tasks through the Base U-Fix-It Store
 - 14 V872 Report occupancy status to billeting operations or services offices
 - 15 V873 Report to BCE customer service units (CSUs) work requirements related to buildings and installed equipment
 - 16 V874 Set up hospitality rooms for members arriving during irregular duty hours
 - 17 V875 Treat items to prevent mildew, fungus, or moth damage
-

0039 Lifeguard Duties

- 1 T806 Clean swimming pool decks
 - 2 T810 Establish duties and responsibilities of lifeguards
 - 3 T811 Establish water or weather condition guidelines for safe swimming or camping
 - 4 T814 Instruct lifeguards in emergency procedures, other than lifesaving
 - 5 T821 Maintain pool or beach lifesaving equipment
 - 6 T835 Post swimming pool and beach area rules
 - 7 T843 Select qualified persons to act as lifeguards
 - 8 T844 Test swimming pool water
-

0040 Cleaning of Swimming Pools

- 1 T824 Monitor authorized usage of FAMCAMPs or outdoor areas
- 2 T836 Post warning signs or property markers
- 3 T837 Prepare swimming pools before season begins
- 4 T842 Sanitize swimming pool bathhouse facilities
- 5 T845 Vacuum swimming pools

0041 Outdoor Recreation Areas

- 1 T802 Brief patrons concerning hunting or fishing laws
- 2 T803 Brief patrons concerning weather conditions
- 3 T813 Fit patrons with snow skis or boots
- 4 T822 Maintain repair records on boats, motors, or other marina equipment
- 5 T825 Monitor weather forecasts or reports
- 6 T838 Provide verbal or written information on hunting, fishing, or sightseeing areas
- 7 T840 Reserve picnic areas

0042 Boat Motor Repairs

- 1 T799 Analyze boat motor malfunctions
- 2 T809 Establish boating weather guidelines
- 3 T815 Issue boat permits
- 4 T826 Operate boat motor repair shops
- 5 T831 Perform maintenance or minor repairs on MWRS equipment, such as boat motors or snowmobiles

0043 Hunting and Fishing

- 1 T798 Accompany state or local fish and game officials during inspections
- 2 T807 Coordinate hunting or fishing policies with local or state agencies
- 3 T816 Issue daily hunting permits
- 4 T818 Maintain bait supplies or facilities
- 5 T829 Perform hunting or fishing guide duties
- 6 T833 Pilot fishing boats

0044 Boat Slips, Moorings, Docks, and Piers

- 1 T804 Build boat slips, docks, moorings, or piers
 - 2 T812 Fill butane or propane tanks
 - 3 T830 Perform maintenance on boat slips, docks, moorings, or piers
 - 4 T839 Rake or drag beaches
-

0045 Hobby Shops

- 1 U846 Demonstrate use of hobby shop equipment
 - 2 U847 Display hobby shop retail merchandise
 - 3 U848 Establish stock record cards for hobby shop retail items
 - 4 U849 Maintain records of slow moving hobby shop retail items
 - 5 U850 Maintain stock levels of hobby shop retail merchandise
 - 6 U851 Mark stock numbers on retail merchandise
 - 7 U855 Requisition hobby shop retail merchandise
 - 8 U856 Sell hobby supplies
-

0046 Tasks not referenced

- 1 A2 Assign sponsors for incoming personnel
- 2 A7 Develop morale, welfare, recreation, and services (MWRS) master plans
- 3 A8 Develop or maintain organizational or functional charts
- 4 A9 Develop pricing strategies
- 5 A13 Establish cost-reduction programs
- 6 A14 Establish operating hours for MWRS facilities
- 7 A16 Establish procedures against pilferages or misappropriations
- 8 A18 Establish publications requirements
- 9 A19 Establish refund or adjustment procedures
- 10 A23 Plan incentive programs
- 11 A24 Plan layouts of facilities
- 12 A28 Plan receptions of additive forces
- 13 A30 Plan serving line arrangements

- 14 A31 Prepare agenda for symposiums, conferences, workshops, or staff meetings
- 15 A32 Prepare five-year construction plans
- 16 A33 Prepare requests for operational contracts or agreements
- 17 A34 Prepare unit orientations
- 18 A35 Review architectural drawings of proposed facilities
- 19 A37 Write or revise job or position descriptions
- 20 B38 Annotate man-hour accounting records
- 21 B39 Assist applicants filling out specialized sports training requests
- 22 B40 Conduct cost surveys
- 23 B41 Conduct taste panels.
- 24 B42 Consolidate budgets from MWRS sections
- 25 B44 Coordinate publicity or announcements with information media
- 26 B46 Direct administrative functions
- 27 B48 Direct MWRS activities
- 28 B51 Implement security procedures for protecting nonappropriated funds (NAF) and facilities
- 29 B55 Maintain accountability records of NAF funds
- 30 B56 Maintain fund management records or reports
- 31 B57 Maintain liaison with MWRS-oriented organizations
- 32 B60 Prepare staff studies, surveys, or special reports, other than training reports
- 33 B61 Recruit volunteers for recreational or athletic programs
- 34 B65 Supervise military personnel with AFSCs other than 3M0X1
- 35 B68 Supervise Morale, Welfare, Recreation, and Services Craftmen (3M071)
- 36 B69 Supervise Morale, Welfare, Recreation, and Services Superintendents (3M091)
- 37 B70 Transfer NAF property to real property
- 38 B72 Verify stock control levels
- 39 C73 Analyze workload requirements
- 40 C74 Conduct staff assistance visits
- 41 C75 Evaluate administrative forms, files, or procedures
- 42 C76 Evaluate budget or financial requirements
- 43 C79 Evaluate coaching in athletic programs
- 44 C81 Evaluate individuals for promotion, demotion, or reclassification
- 45 C82 Evaluate job or position descriptions
- 46 C83 Evaluate misappropriation precautions
- 47 C84 Evaluate MWRS contracts
- 48 C85 Evaluate officiating in recreational programs
- 49 C86 Evaluate or identify individuals qualified for international competition
- 50 C87 Evaluate physical training, athletic, or recreational programs
- 51 C91 Indorse enlisted or civilian performance reports (EPRs)
- 52 C92 Initiate unsatisfactory reports
- 53 C94 Inspect records, reports, files, or books-of-account
- 54 C97 Investigate accidents or incidents

- 55 C99 Participate in USAF graduate evaluation programs
- 56 F147 Complete accident or incident reports
- 57 F148 Compute flight meal monetary support allowances
- 58 F149 Compute ground support meal selling prices
- 59 F150 Compute price reductions
- 60 F152 Compute wages for NAF employees
- 61 F155 Maintain food allowance issues or ration files
- 62 F156 Maintain food handlers certificates
- 63 F157 Maintain listings of personnel authorized signature cards
- 64 F158 Maintain patron attendance records
- 65 F159 Maintain public health inspection reports
- 66 F160 Maintain publications libraries
- 67 F161 Maintain purchase order files
- 68 F162 Maintain records of warranty periods on equipment repairs
- 69 F164 Modify or update food service production logs
- 70 F165 Prepare accounts receivable or accounts payable reports
- 71 F170 Prepare documentation authorizing rations for transient personnel
- 72 F171 Prepare field ration dining hall stock records
- 73 F172 Prepare food service evaluation records
- 74 F174 Prepare inventory adjustment vouchers
- 75 F175 Prepare inventory count worksheets
- 76 F177 Prepare monthly summaries of flight feedings
- 77 F180 Prepare scatter sheets
- 78 F181 Prepare senior cooks' requisitions
- 79 F182 Prepare signs or posters
- 80 F183 Prepare supervisors' records of employee forms
- 81 F185 Prepare unsatisfactory subsistence reports
- 82 F186 Print standard reports, such as space available or master menus
- 83 F187 Process flight meal questionnaires
- 84 F190 Research policy directives
- 85 F192 Review food service production logs
- 86 F195 Verify charges for vehicle fuel
- 87 F196 Verify claims or bills for payment
- 88 F197 Verify wage computations for NAF employees
- 89 G199 Archive or retrieve word processing floppy disks, other than PCs
- 90 G200 Archive or retrieve word processing PC floppy disks
- 91 G201 Backup software
- 92 G204 Copy base data tapes
- 93 G205 Copy register data tapes
- 94 G206 Create or update accreditation packages
- 95 G207 Create specialized reports
- 96 G208 Delete, void, or cancel items on electronic cash registers (ECRs)
- 97 G209 Forward electronic mail to appropriate agencies
- 98 G211 Initiate or stop telephone interface communications
- 99 G212 List ECR cashier and drawer assignments

- 100 G222 Perform PC disk-to-disk backups
- 101 G227 Print security logs
- 102 G228 Print store logos
- 103 G229 Program rotating messages or store logo texts
- 104 G236 Run inquiry
- 105 G239 Train users on SIMS functional systems
- 106 G243 Troubleshoot printer problems
- 107 G245 Update food service files, such as adding or deleting dining halls from systems
- 108 G249 Write programs
- 109 H261 Inventory supplies or equipment
- 110 H263 Issue supplies or equipment
- 111 H264 Label supplies for transfers or shipments
- 112 H266 Maintain inspection cards on items requiring periodic inspections
- 113 H268 Maintain reserve levels of subsistence
- 114 H286 Review equipment requirements with allowance and authorization (A&A) offices
- 115 H288 Review shipment rejections or acceptances with agencies, such as contracting or commissaries
- 116 H293 Verify subsistence requirements with separated locations or other bases
- 117 I296 Check drains of ice making machines
- 118 I299 Conduct auctions for disposal of items
- 119 I301 Conduct predeparture briefings for personnel participating in higher level recreational or athletic activities
- 120 I303 Construct storage racks or display cases
- 121 I304 Coordinate arrangements for visiting dignitaries with other base organizations
- 122 I305 Coordinate civilians coming on base for special events with security police
- 123 I306 Coordinate design and construction of MWRS special purchase vehicles, such as tour buses, with manufacturers
- 124 I307 Coordinate feeding of recreational or athletic participants with base food facilities
- 125 I308 Coordinate installation or servicing of vending or amusement machines with contractors or exchange services
- 126 I309 Coordinate maintenance of facilities, grounds, or equipment with BCE or other support sections
- 127 I310 Coordinate movement of equipment or personnel with base transportation
- 128 I311 Coordinate obtaining recreational or athletic materiel from base exchanges (BXs)
- 129 I312 Coordinate obtaining refreshments or supplies from commissaries
- 130 I313 Coordinate parking, seating, or crowd control for special events with security police
- 131 I322 Coordinate travel and housing of routine visiting personnel with base or

- outside agencies
- 132 I324 Counsel staff on policies regarding free or donated items
 - 133 I325 Counsel staff on sanitation standards
 - 134 I326 Count ticket stubs
 - 135 I327 Cut room keys
 - 136 I328 Decorate MWRS facilities for special events
 - 137 I330 Develop activity calendars
 - 138 I332 Distribute materials for instructional classes in recreational or athletic activities
 - 139 I333 Distribute publicity materials
 - 140 I334 Escort visiting dignitaries
 - 141 I335 Establish fire prevention or evacuation plans
 - 142 I336 Establish or post rules or policies on use of recreational or athletic facilities
 - 143 I337 Establish rules for control and use of MWRS vehicles
 - 144 I338 Handle customer complaints
 - 145 I339 Initiate transfers between sections (TBSs)
 - 146 I341 Inspect or screen items at Department Reutilization and Marketing Offices (DMROs) for MWRS use
 - 147 I342 Instruct staff in safe use of equipment
 - 148 I343 Issue keys
 - 149 I344 Issue or sell tickets or passes
 - 150 I345 Maintain displays or storage for keys
 - 151 I346 Maintain key lockers
 - 152 I347 Maintain literature, such as base maps, bus schedules, or entertainment brochures
 - 153 I352 Maintain service call logs
 - 154 I354 Monitor grounds maintenance
 - 155 I357 Organize field trips, camping trips, or outdoor adventure activities
 - 156 I363 Perform quality control checks on contract janitorial services
 - 157 I366 Plan recreational or athletic programs for major command (MAJCOM) level or above
 - 158 I367 Position facility furniture
 - 159 I368 Post or update notices on marquees or outdoor signs
 - 160 I369 Prepare justifications for APF budget requests
 - 161 I370 Prepare justifications for MWRS vehicles
 - 162 I372 Prepare NAF budgets
 - 163 I373 Prepare or distribute packets of information to newcomers or potential visiting groups
 - 164 I375 Prepare purchase order worksheets
 - 165 I376 Price resale items
 - 166 I377 Provide inputs for establishing fees or charges for recreational or athletic activities
 - 167 I378 Provide inputs for establishing hours of operation of MWRS facilities
 - 168 I381 Report status of facility upgrade projects

- 169 I384 Select decorative items, such as wall hangings or pictures
170 I386 Transport personnel or equipment to or from work areas
171 J388 Cash checks
172 J389 Change safe or lock combinations
173 J390 Collect delinquent accounts
174 J391 Collect dishonored checks
175 J392 Collect fees for resaleables
176 J394 Collect money for ticket sales or special events
177 J395 Compute selling prices for items sold in retail outlets
178 J398 Disburse cash for purchases, such as petty cash
179 J401 Issue change funds to cashiers
180 J406 Maintain dishonored check listings
181 J407 Maintain petty cash funds
182 J409 Open or close dining halls for business
183 J410 Perform surprise cash counts
184 J411 Prepare adding machine tapes
185 J418 Prepare consolidated financial reports, such as accounts receivable or monthly monetary records
186 J420 Program cash registers for operation
187 K432 Assemble or disassemble buffets
188 K447 Design cake decorations
189 K449 Develop food cost cards
190 K460 Microwave meats, seafoods, poultry, vegetables, or fruits
191 K466 Perform operator maintenance on food service equipment
192 K469 Post menu boards
193 K478 Prepare fruit desserts or salads
194 K496 Prepare vegetable salads
195 K501 Refill napkin holders, salt shakers, or sugar dispensers
196 K505 Serve food at tables
197 K507 Set dining tables
198 K508 Set up condiments, such as butters, jellies, or syrups, for self-service
199 K510 Set up eating or serving utensils on serving lines
200 L523 Calculate food modifications for flightcrew meals
201 L527 Inspect precooked frozen meals
202 L531 Perform missile emergency-response team duties
203 L534 Place frozen entrees in freezers
204 L537 Prepare accessory item packets
205 L538 Prepare frozen entrees for serving
206 L539 Prepare frozen entrees for shipment
207 L542 Set up assembly lines for flight meals
208 M554 Coordinate use of community activity centers with private organizations
209 M578 Schedule room reservations
210 M586 Set up or take down tables and chairs
211 N591 Bill outside agencies for lodging

- 212 N592 Compile occupancy utilization reports
- 213 N593 Conduct en masse registration briefings
- 214 N594 Conduct security or safety inspections of lodging facilities
- 215 N596 Coordinate large money transfers with security police
- 216 N597 Coordinate payments for walkouts with appropriate agencies, such as home bases
- 217 N598 Deliver information packages to special groups, such as aircrews
- 218 N600 Enforce quiet hours in transient quarters
- 219 N601 Establish housekeeping standards for housekeeping personnel
- 220 N602 Establish patron check-in or check-out procedures
- 221 N605 Inventory controlled item forms
- 222 N606 Maintain guest housing registers
- 223 N607 Maintain rosters of pets in temporary kennels
- 224 N608 Monitor hourly checkout rosters
- 225 N609 Operate base intro services after normal duty hours
- 226 N612 Operationally check robbery alarm systems
- 227 N614 Perform periodic checks to locate walkouts
- 228 N615 Plan for reception of groups, such as inspector general (IG) or staff assistance visits
- 229 N618 Prepare documentation authorizing dislocation allowances (DLAs) or temporary lodging entitlements (TLEs)
- 230 N619 Prepare letters of nonavailability
- 231 N623 Restock beverages or sundry items in transient quarters
- 232 N624 Schedule conference facilities
- 233 N625 Stock amenities, other than beverages, in distinguished visitor (DV) quarters
- 234 N626 Store or safeguard valuables or guests
- 235 N627 Transport transient personnel from quarters to other locations
- 236 O630 Administer physical abilities tests to Air Force Academy applicants
- 237 O631 Assemble or disassemble bleachers
- 238 O640 Establish fitness awards programs
- 239 O641 Establish personal physical fitness programs
- 240 O644 Instruct fitness activities, such as aerobics classes, conditioning programs, or weight training
- 241 O647 Maintain commander's trophy point standings
- 242 O648 Maintain track surfaces
- 243 O650 Recover weight room benches
- 244 O651 Replace netting on goals or cages
- 245 O656 Set up or take down portable backstops
- 246 O657 Set up or take down track and field or athletic field equipment, such as hurdles, pits, or standards
- 247 P661 Assemble storage racks or wall racks
- 238 P662 Assemble wall lockers
- 249 P667 Construct outdoor playing areas
- 250 P668 Design outdoor playing areas

- 251 P669 Hang or remove tennis court wind screens
- 252 P670 Install fences
- 253 P672 Notify QAEs of contract equipment requiring maintenance or repairs
- 254 P673 Pad protruding obstructions, such as corners, pillars, or walls
- 255 P674 Paint walls, floors, fixtures, or equipment
- 256 P675 Perform maintenance on indoor recreational floor surfaces
- 257 P676 Perform maintenance on storage racks or wall racks
- 258 P678 Perform operational checks of panic hardware, such as fire extinguishers or emergency lights
- 259 P680 Perform operator maintenance on vehicles
- 260 P681 Prepare requests for contract cleaning or repairs of furnishings or equipment
- 261 P682 Prepare requests for vermin or rodent exterminations
- 262 P683 Repair fences
- 263 P684 Secure loose outdoor equipment during windstorms
- 264 R728 Coordinate burials at sea or scattering of ashes with appropriate agencies
- 265 R763 Plan or organize local civic functions, such as color guards or parades
- 266 R768 Prepare requests for disposition instructions on unclaimed human remains
- 267 R769 Prepare requests for mortuary identification specialists
- 268 R770 Prepare requests for other armed forces to prepare or ship Air Force human remains
- 269 R774 Review reports on cost-of-recovery expenditures
- 270 T797 Accompany BCE, safety, or bioengineering officials during inspections
- 271 T800 Assemble lifeguard stands
- 272 T801 Assign camping or parking areas
- 273 T805 Clean and oil winches
- 274 T808 Coordinate ski patrols with appropriate agencies
- 275 T817 Issue ski lift passes
- 276 T819 Maintain fire watches or patrols
- 277 T820 Maintain oxygen or resuscitation equipment
- 278 T823 Maintain ski slopes
- 279 T827 Organize swimming, drownproofing, or lifesaving classes
- 280 T828 Patrol outdoor recreation facilities, such as hunting or fishing areas or ski slopes
- 281 T832 Perform turbidity checks of swimming pool water by looking at spots on bottom of pools
- 282 T834 Place or replace buoys or ropes in swimming areas
- 283 T841 Salvage sunken or damaged boats
- 284 U852 Plan special sales of hobby shop retail items
- 285 U853 Prepare letters of amount of damaged or unusable goods
- 286 U854 Repair hobby shop equipment
- 287 V867 Issue cadet equipment
- 288 V871 Plan furnishing displays for model UPH

- 289 W879 Change or dispose of deep fat fryer oils
- 290 W882 Conduct contingency training for individual manpower augmentees (IMAs)
- 291 W884 Direct field exchanges
- 292 W888 Inspect subsistence supplies for insect infestation
- 293 W889 Maintain emergency field locator services
- 294 W893 Operate compressors for field fire units
- 295 W897 Perform routine maintenance on general purpose medium tents
- 296 W898 Perform routine maintenance on temper tents
- 297 W904 Prepare mobile feeding vans for deployments
- 298 W906 Prepare or present tray rations
- 299 W918 Turn on or turn off preway-space-type tent heaters